



J&J Exhibitors Service

Setting the Standard in the Trade Show Industry for 80 Years.

Exhibitor Service Manual

27th Annual Entrepreneurial Woman's Conference

Women's Business & Buyers Mart

Thursday, September 26, 2012

McCormick Place, Lakeside Center, Hall D2, Chicago, IL



Entrepreneurial
Woman's Conference
Women's Business
& Buyers Mart

CORPORATE & GOVERNMENT EXHIBITORS

The Women's Business & Buyers Mart is the oldest business opportunities fair for women business owners in the nation. Its purpose is to give women business owners the opportunity to introduce and market their products/services to corporate and government buyers. **If your purchasing department/buyers are unable to attend this event, we ask that you please make their contact information readily available to the Conference attendees.**

NAME BADGES & BREAKFAST/LUNCHEON TICKETS

Pre-Registration for exhibitors will be open on Wednesday, September 20, 2012 from 12:30 – 4:30 p.m. and is located inside Hall D2 in Lakeside Center. Name badges, tickets and registration materials may be picked-up at **Exhibitor Registration**. **If you wish to receive your meal tickets in advance, please contact Mia Delano directly at mdelano@wbdc.org to make arrangements; no tickets will be sent after September 13, 2012.**

BADGES - PLEASE NOTE: Admission to the Mart will be by name badge only. In addition to your badge, you must also have tickets to attend the breakfast, luncheon and reception. **Please complete the enclosed Sponsor & Exhibitor Badge Registration Form and return to us no later than September 6, 2012 to ensure you have these to day of the event.**

WOMEN'S BUSINESS & BUYERS MART HOURS OF OPERATION

The Women's Business & Buyers Mart is **one-day** and the hours of operation are as follows:

Thursday, September 26, 2012 9:30 a.m. – 11:45 a.m. & 1:45 p.m. – 5:00 p.m.

**Exhibitor dismantle and move-out is from 5:00 – 9:00 p.m.*

Please note the Mart will close for the 27th Annual Hall of Fame Awards Luncheon. You must possess a designated luncheon ticket to enter this session.

HOTEL INFORMATION

Hotel room blocks have been set-up at two local Chicago hotels, the Dana Hotel and Spa & the Hyatt Regency McCormick Place, to meet your travel needs. **Please visit our conference website for information on rates and to book your room online.** Please note, September is one of the busiest convention months in Chicago; room rates are high and rooms downtown go fast. **There are a limited number of rooms available at these rates and they will be given on a first come, first served basis; we encourage you to book early to reserve a room.** Please note, due to the proximity of the Hyatt Regency McCormick Place, shuttle transportation will not be provided between this property and Lakeside Center; the Hyatt is connected by covered walkway to the convention center.

CONFERENCE TRANSPORTATION & PARKING

Transportation to and from the Dana Hotel and Spa and Lakeside Center will be provided the day of the event.

The shuttles will run on 15-20 minute intervals from 6:45 a.m. - 7:30 p.m. Please follow the directional signs at the Dana Hotel and Spa and Lakeside Center to be directed to the shuttles.

Parking is also available at McCormick Place, Lakeside Center. Please follow the signs to Lot C parking. At this time, there are no discounts on parking.

COAT & LUGGAGE CHECK

A complimentary coat and luggage check will be available for your use at the event; this will be located by registration inside Hall D2.

All facilities are handicapped accessible.

MANDATORY FORM

27th Annual Entrepreneurial Woman's Conference
September 26, 2013 at Chicago's McCormick Place, Lakeside Center

SPONSOR & EXHIBITOR BADGE REGISTRATION FORM

Please type or print below the names of all members of your organization attending the Conference and/or will be staffing your exhibit booth. **PLEASE RETURN THIS FORM ON OR BEFORE FRIDAY, SEPTEMBER 6, 2013 TO ENSURE THAT YOUR BADGES ARE AVAILABLE THE DAY OF THE EVENT.**

Please refer to your benefits detail for the number of breakfast and luncheon tickets included in your registration packet. All tickets & badges can be picked-up at Exhibitor Registration at McCormick Place, Lakeside Center. ***Additional all-event tickets may be purchased by sponsors & exhibitors at the special discounted rate of \$225 a piece. Please contact Jessica Murnane at the number or email below if you will need additional tickets.**

COMPANY NAME: _____

Contact: _____

Title: _____

Daytime Phone: _____ Cell Phone: _____ Fax: _____

E-Mail: _____

Please list the individuals from your company who will be attending the Conference and/or staffing your booth. Please also indicate which of those individuals will use your breakfast and luncheon tickets by placing a check mark in the appropriate column(s).

NAME	BREAKFAST	LUNCHEON
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please return this form one of the following ways to:

WBDC, C/O Hoopla Communications • Jessica Murnane • jessica@hooplagroupla.biz • Fax 773-486-6921
Please call 773-486-6920 with questions.



Welcome to the Entrepreneurial Woman's Conference!

J&J Exhibitors Service, Inc. is proud to have been chosen as the Official General Service Contractor for the Entrepreneurial Woman's Conference. As a family owned and operated, certified Women's Business Enterprise (WBE), we thank you for your support.

This Exhibitor Service Manual is a comprehensive, step-by-step guide designed to facilitate your planning process for the Entrepreneurial Woman's Conference. We urge you to take a few moments, **NOW**, to review the Manual in detail. Here are some tips to maximize your use of the Exhibitor Service Manual:

Read the Manual! Familiarize yourself with this manual. We guarantee it will be to your benefit to read through the entire Manual in detail.

Order Early! Take advantage of advance discount savings! Meeting deadlines and placing orders in advance will save money and will assure that you receive prompt, on-site services. To secure your discounted rate, orders must be received on or before the discount deadline referenced in the Exhibitor Service Manual. Our policy requires payment in full at the time of order.

Keep copies of all orders! Be sure to keep copies of the orders, payments and shipping documents. Bring them to the show! If the person who has provided all the pre-show planning will not be on-site, be sure and share all this information with those representatives managing your exhibit.

We are confident that you will find the Exhibitor Service Manual to be a useful tool in planning for a successful show. Please feel free to contact us if you have any questions or need any assistance in planning for the Entrepreneurial Woman's Conference. J&J Exhibitors Service is here to help and we look forward to working with you.

Thank you for your continued support of the Entrepreneurial Woman's Conference!

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ENTREPRENEURIAL WOMAN'S CONFERENCE
McCormick Place Convention Center – Lakeside Center
September 26, 2013

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GENERAL SHOW INFORMATION



ENTREPRENEURIAL WOMAN'S CONFERENCE

McCormick Place Convention Center – Lakeside Center
September 26, 2013

GENERAL SHOW INFORMATION

Booth Includes 10' Wide by 10' Deep Plum and Silver Drape Booth
One – 7" x 44" Company ID Sign
One – 6' Plum Draped Table
Two Side Chairs
One Wastebasket

Show Colors Plum and Silver

Carpet The exhibit hall is NOT carpeted
Enhance your presence with custom booth carpet. Please see the Booth Carpet Order Form to order custom booth carpet.

Schedule

Tuesday, September 10, 2013 Discount Pricing Deadline*

** Save up to 30%! Complete and return all order forms prior to Tuesday, September 10, 2013 and take advantage of discounted savings!*

Tuesday, September 10, 2013 Advance Shipments due to Warehouse*

**Cost Saving Tips! Consolidate multiple shipments and all shipments weighing less than 200 pounds. Schedule all shipments to arrive by Tuesday, September 10, 2013 to avoid late-to-warehouse surcharges.*

Wednesday, September 25, 2013

12:30 PM – 4:30 PM Exhibitor Move-In and Installation

Thursday, September 26, 2013

8:00 AM – 9:30 AM 27th Annual Women's Forum Breakfast

9:30 AM – 11:45 AM Women's Business & Buyers Mart

12:00 PM – 1:45 PM 27th Annual Hall of Fame Awards Luncheon

1:45 PM – 5:00 PM Women's Business & Buyers Mart

5:00 PM – 7:00 PM Closing Reception

5:00 PM – 9:00 PM Exhibitor Dismantle and Move-Out*

**All exhibit materials must be dismantled, packed and a bill of lading submitted to the Exhibitor Service Center prior to 7:00 PM. Please have all carriers check-in with J&J by 7:00 PM on Thursday, September 26, 2013 to ensure all exhibit materials are removed from the facility.*

Official Contractor J&J Exhibitors Service, Inc.
2338 South Indiana Avenue
Chicago, Illinois 60616
Phone Number: (312) 225-3323
Fax Number: (312) 225-9873

J&J Show Coordinator Cathy Chambliss
Peggy Strocchia

METHOD OF PAYMENT ORDER FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE

McCormick Place Convention Center – Lakeside Center

September 26, 2013

EXHIBITOR INFORMATION

COMPANY NAME

BOOTH NUMBER

CONTACT NAME

TITLE

ADDRESS

CITY/STATE/ZIP

PHONE

FAX

METHOD OF PAYMENT

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card or check, however, we require the **METHOD OF PAYMENT** form to accompany all orders. Orders will not be processed without payment in full.

☐ **COMPANY CHECK**

Check Number _____ Please make one check payable to: **J&J EXHIBITORS SERVICE, INC.**

☐ **CREDIT CARD CHARGE AUTHORIZATION**

For your convenience, J&J will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of showsite orders placed by your representatives. Please complete the information requested below:

☐ **AMERICAN EXPRESS**

☐ **MASTERCARD**

☐ **VISA**

CREDIT CARD ACCOUNT NUMBER

EXPIRATION DATE

SECURITY CODE

CARDHOLDER'S SIGNATURE

CARDHOLDER NAME (PLEASE PRINT)

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP

CALCULATION OF ORDERS

BOOTH ACCESSORIES

CARPET

DISPLAY RENTAL

CUSTOM SIGNS

FLORAL SERVICE

LABOR

MATERIAL HANDLING

OTHER

TOTAL FROM EACH ORDER FORM

\$

\$

\$

\$

\$

\$

\$

\$

TOTAL PAYMENT DUE

\$

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

I have read, understand and agree to all terms as described and have advised our showsite representatives accordingly.

EXHIBITOR SIGNATURE:

BOOTH NUMBER:

COMPANY NAME:

DATE:

PAYMENT POLICY

We offer several convenient ways for you to pay for your furniture and carpet rentals, freight, signs and other services provided by J&J Exhibitors Service, Inc. in our role as the Official Contractor of your show. Please note, a completed credit card authorization form MUST BE ON FILE with J&J Exhibitors Service, Inc. in order for us to process ANY orders, regardless of your preferred method of payment.

Payment for Services – J&J Exhibitors Service, Inc. requires payment in full at the time services are ordered. Further, J&J Exhibitors Service, Inc. requires that you provide a credit card authorization form with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable charges.

Discount Prices – To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment – J&J Exhibitors Services, Inc., accepts American Express, MasterCard, Visa, check and bank wire transfer. Purchase orders are not considered payment. All payment must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks and a \$25.00 fee for all declined credit cards. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without an appropriate credit card on file.

Third Party Billing – Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. J&J Exhibitors Service, Inc. reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See the Third Party Authorization form for additional information.

Tax Exempt – If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Taxes vary by location and will be added to your invoice, if you do not submit your Tax Exempt Certificate with your initial order.

Adjustments and Cancellations – No adjustments to invoices will be made after the close of the show. All orders cancelled by the Exhibitor, due to the cancellation of an event or their non-participation at an event, may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed and J&J Exhibitors Service, Inc. set-up costs and expenses.

Please complete this authorization form and return it with your payment in full and your orders. You may choose to pay by credit card, check, or bank wire transfer, however, J&J Exhibitors Service, Inc., requires that your credit card charge authorization be on file. For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

If you have any questions regarding our payment policy, please call J&J Exhibitors Service at (312) 225-3323 or visit the J&J Service Desk at the show.

THIRD PARTY AUTHORIZATION FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE

McCormick Place Convention Center – Lakeside Center

September 26, 2013

THIRD PARTY AUTHORIZATION

You may arrange for a third party to handle your display and be charged for services. J&J will agree to this arrangement if the third party has a satisfactory payment record with J&J and a credit card on file. **BOTH FIRMS** must complete this form, including **THIRD PARTY CREDIT CARD CHARGE AUTHORIZATION BELOW***. Return form by the deadline date.

"We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms and Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party."

EXHIBITOR'S SIGNATURE _____ DATE _____

***ALL EXHIBITOR APPOINTED CONTRACTORS MUST ALSO PROVIDE A CERTIFICATE OF INSURANCE TO J&J EXHIBITORS SERVICE, INC., NAMING J&J AS AN ADDITIONAL INSURED.**

PLEASE CHECK ITEMS TO BE BILLED TO THIRD PARTY:

- | | |
|---|---|
| <input type="checkbox"/> ALL SERVICES | <input type="checkbox"/> MATERIAL HANDLING/IN & OUT |
| <input type="checkbox"/> I&D LABOR | <input type="checkbox"/> BOOTH ACCESSORIES & CARPET |
| <input type="checkbox"/> SIGNS | <input type="checkbox"/> OTHER |
| <input type="checkbox"/> TRANSPORTATION | |

THIRD PARTY INFORMATION

For your convenience, J&J will use this authorization to charge your credit card account for advance orders, and any additional amounts incurred as a result of orders placed on showsite by your representatives. Please complete the information requested below:

<input type="checkbox"/> AMERICAN EXPRESS	_____ CREDIT CARD ACCOUNT NUMBER _____	_____ EXPIRATION DATE _____
	_____ CARDHOLDER'S SIGNATURE _____	_____ SECURITY CODE _____
<input type="checkbox"/> MASTERCARD	_____ CARDHOLDER NAME (PLEASE PRINT) _____	
<input type="checkbox"/> VISA	_____ CARDHOLDER BILLING ADDRESS _____	
	_____ CITY/STATE/ZIP _____	
	_____ THIRD PARTY COMPANY NAME _____	
	_____ THIRD PARTY BILLING ADDRESS _____	
	_____ CITY/STATE/ZIP _____	
	_____ PHONE _____	_____ FAX _____

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

EXHIBITING COMPANY NAME: _____		BOOTH NUMBER _____
CONTACT NAME _____	PHONE _____	DATE _____

EXHIBITOR APPOINTED CONTRACTOR FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE

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EXHIBITOR APPOINTED CONTRACTOR

A Non-Official Contractor is a company other than the official contractors listed in the exhibitor service kit that provides a service (display and installation, florist, photography, audio visual, and other related services) and needs access to your booth during the installation and dismantling. If your company plans to use a firm which is not the official service contractor as designated by Show Management, this form must be completed and returned to J&J Exhibitors Service, Inc.

Inform your Exhibitor Appointed Contractor that they MUST send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit. This Certificate of Insurance must name J&J Exhibitors Service, Inc. as an additional insured. It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

**ALL EXHIBITOR APPOINTED CONTRACTORS MUST ALSO PROVIDE A CERTIFICATE OF INSURANCE TO:
J&J EXHIBITORS SERVICE, INC., NAMING J&J AS AN ADDITIONAL INSURED.**

EXHIBITOR'S SIGNATURE _____

DATE _____

EXHIBITOR APPOINTED CONTRACTOR COMPANY NAME

CONTACT

STREET ADDRESS

CITY/STATE/ZIP

PHONE

FAX

TYPE OF SERVICES TO BE PERFORMED

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

EXHIBITING COMPANY NAME:

BOOTH NUMBER

CONTACT NAME

PHONE

DATE

F.A.Q's Frequently Asked Questions



PAYMENT

1. When do advance rates and floor rates apply?

Advance rates apply to all furnishings and services ordered prior to the Advance Order Deadline date noted in your Exhibitor Service Kit. All furnishings or services ordered after the deadline are charged at the standard rate.

2. What are acceptable forms of payment?

Acceptable forms of payment are Cash, Check, MasterCard, Visa, American Express, Cashier's Checks and Traveler Check's.

3. Do I need to pay tax on any items?

When tax is applicable, the tax rate will be noted on the order form.

4. Since I am not from the state the show is being held in, do I still need to pay tax?

Tax is applicable to all exhibitors, regardless of their residence.

5. Are prices of items daily or for the duration of the show?

All rental prices listed are for the duration of the show and include delivery and removal.

6. Do I have to pay in advance for services or can I bring a check to the show?

Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card must still be on file.

7. Can I still get advanced prices if I fax a credit card authorization form over before the show but after the advance deadline date?

To receive Advance rates, your order must be received in full (with payment) before the Advance Order Deadline date. If the credit card authorization is not submitted with the order forms, the order is not full and will not be processed until all pages are included.

8. Is a purchase order an acceptable form of payment?

No, J&J Exhibitors Service, Inc. does not accept purchase orders as a form of payment.

9. What if I overestimated freight handling charges or cancel items and are due a refund from earlier payment?

If you over estimate your freight and a refund is required, the refund will be processed immediately after the close of the show.

FURNISHINGS

1. What furnishings come with my booth?

Each tradeshow is different. Look in the General Show Information page in your Exhibitor Service Kit, which will specifically list what items are included with your booth space.

2. Can I order at show site?

Yes, floor orders are accepted at show site. Remember that payment must be received before any furnishings or services will be rendered. Please also note that choice of items or colors may be limited.

3. What if certain items I ordered are not in my booth when I get there.

All items ordered in Advance of the show should be in your booth space, at the beginning of exhibitor move-in with the exception of floral, chairs and wastebaskets. These items are not dispersed until close to show time. If other furnishings (carpet, tables) are not in your booth at the time of your arrival, please visit our Service Desk and the problem will be resolved immediately.

4. What if I get to my booth and decide I do not want an item, do I get a refund?

If you have ordered an item or a booth cleaning service such as vacuuming or porter service and later decide you do not want the item or the service there is a 100% cancellation fee for those items already delivered to the booth space or any cleaning service cancelled at show site. A 50% cancellation fee will apply if the item is cancelled less than three days prior to the scheduled move-in date. No cancellation fee will apply to a booth cleaning service ordered provided the service is cancelled prior to the scheduled move-in date. Please note that cancellation fees for all other services including booth installation labor vary. Please refer to your Exhibitor Service Kit for cancellation fees of these services.

5. What type of chairs do you rent?

Arm Chairs, Side Chairs, High Stools and many others. Please see our Booth Accessories Order form.

6. Do I need to order back drape and side drape for my booth space?

Booth space is provided with 8' back and 3' side drape. Only Island booths are not provided any drape, and that must be rented separately by the exhibitor. You only need to order drape if you want to change from the color provided by the Association.

7. Can I exchange any free table for another size and/or color table?

No, any package item provided by the Association cannot be exchanged.

CARPET

1. Do I need to order carpet?

Please review your Exhibitor Service Kit.

2. What size carpet should I order for my booth?

The carpet should match the size of your booth. Traditionally, carpet is cut in 9' rolls, so carpet sizes come in 9'x10', 9'x20', etc. increments. This carpet will accommodate a 10'x10' booth fine. If you feel that you want carpet to cover your entire booth space, J&J Exhibitors Service provides special carpet sizes that are individually cut to match the size you request.

3. Do I have to order labor to install the carpet I order?

Labor is included in the rental price of the carpet.

4. Can I bring my own carpet?

Yes, you may bring your own carpet. Please contact a J&J customer service representative to ensure whether labor is required for the installation.

5. What is visqueen and do I need it?

Visqueen is a plastic covering for the carpet to protect it from tire marks or general abuse during set up. It is not required.

LABOR

1. Do I need to order labor for my booth?

Labor rules vary by city. Please review the Exhibitor Service Kit or contact a J&J customer service representative.

2. What are the differences/advantages in J&J Exhibitors Service or Exhibitor supervised labor.

Exhibitor Labor allows the exhibitor to supervise the labor of their booth, but you must be present. With our supervision, we provide a foreman to supervise the labor of the booth. It will be done at J&J Exhibitors Service's convenience but finished prior to schedule show time.

3. What if I ordered labor and no workers are in my booth at the time I indicated on my order form?

If you order labor, the labor men must be checked out at the Service Desk at the schedule time. If you are late, penalties do apply to ensure the starting and stopping times.

4. Can J&J Exhibitors Service set up my booth at other trade shows I participate in?

Yes, we would be happy to help. Please talk to a J&J customer service representative for details.

FORKLIFT/SPECIAL EQUIPMENT/SIGN HANGING

1. Do I need to order a forklift to take my shipment from the dock to my booth?

No, the material handling charge includes the unloading of your shipment to your booth.

2. When would I need to order a forklift?

During installation if you need placing or setting of your display once put into your booth.

3. What are the charges for a forklift?

The charges for a forklift vary according to the city. There is a one hour minimum charge for each usage. Please see your Exhibitor Service Kit.

4. What do I need to do to have a sign hung at show site and what are the charges?

You need to fill out the Hanging Sign Order form and return it with your other orders to us. Please ship your hanging signs to the Advance Receiving Warehouse labeled as a "Hanging Sign".

5. What if I have special needs for machinery or equipment to be moved to my booth?

Call ahead of time and talk to the coordinator handling the show so that we can make special arrangements.

SIGNAGE/GRAPHICS

1. How will my booth ID sign read?

Your booth ID sign will have your company name and booth number on it.

2. Can I get another sign made for my booth?

You can order additional signage by using the Sign Order form.

LIMITS OF LIABILITY & RESPONSIBILITY



The placing of an order for services and/or equipment by an Exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of J&J in its sole discretion. Upon participation of any J&J show or event, the Exhibitor and its agent shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once J&J has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to J&J or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 below.

1. J&J Exhibitors Service and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage as determined by J&J.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by J&J or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packaging and the actual pick up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that J&J and its subcontractors shall not be liable for the loss of, disappearance of, or damage of any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to J&J or its subcontractors by the Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.

3. J&J and its subcontractors shall not be liable for any damage incurred during the handling of materials or equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to J&J in time to obtain the proper equipment.

4. J&J and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor, disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water vandalism, acts of God, failure of power or utilities, and other events of *force majeure*.

5. J&J and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.

6. J&J and its subcontractors are not insurers; i.e., J&J does not insure the Exhibitor's property against loss of damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by J&J under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or nonperformance of service by J&J, or from the negligence of J&J, its subcontractors or their respective employees. If such loss or damage occurs, the liability of J&J and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.

7. J&J and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential

damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.

8. J&J will not be bound to honor any claim or action brought against J&J or its subcontractors more than 60 days after the date of incident.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that J&J and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of J&J or its subcontractors sign a delivery receipt, bill of lading or other documentation, the parties agree that J&J or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. J&J and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the J&J Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and J&J and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

12. In order to expedite removal of freight from the show site, J&J shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse and forced shipped on a carrier determined by J&J and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. J&J assumes no liability as a result of rerouting or handling.

13. Dry and Cold Storage – Exhibitor stores product at its own risk. J&J assumes no liability or responsibility for dry or cold storage.

14. The Exhibitor agrees, in the event of a dispute with J&J or its subcontractors related to any loss or damages to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to J&J for freight handling services or any other services provided by J&J or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay J&J prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against J&J or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Also, be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site. All transit claims will be referred to the common carrier.

SAFETY FIRST



ENTREPRENEURIAL WOMAN'S CONFERENCE

*McCormick Place Convention Center – Lakeside Center
September 26, 2013*

SAFETY IS IMPORTANT FOR EVERYONE!

J&J Exhibitors Service is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a J&J Exhibitors Service supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Listed below you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help prevent injuries to your, our employees and other exhibitors. Enjoy the show and do it safely.

THANK YOU FOR YOUR COOPERATION!

LOSS PREVENTION GUIDELINES AT SHOWSITE

- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designated to support your standing weight. Please use your ladder.
- Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damages. Secure or remove any cords where you or others are going to be walking.
- Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
- If you spill something, notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- Please keep in mind the safety of your employees and those attending the show.

BOOTH ACCESSORIES ORDER FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE
 McCormick Place Convention Center – Lakeside Center
 September 26, 2013

PRICE LIST

DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	QUANTITY	TOTAL PRICE
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Discount Deadline Date: Tuesday, September 10, 2013

UNSKIRTED DISPLAY TABLES, 30" High

Unskirted 2' x 4' Table	\$46.00	\$59.75		
Unskirted 2' x 6' Table	\$51.75	\$67.25		
Unskirted 2' x 8' Table	\$59.75	\$77.50		

SKIRTED DISPLAY TABLES, 30" High

Skirting for Tables: White Vinyl Top and Pleated Skirt on 3 Sides

CIRCLE SKIRT COLOR: Black Blue Burgundy Gray Hunter Green Plum Red Teal White

Skirted 2' x 4' Table	\$91.75	\$119.50		
Skirted 2' x 6' Table	\$103.25	\$134.25		
Skirted 2' x 8' Table	\$119.75	\$155.75		
4 th Side Skirted, Optional	\$35.00	\$45.50		

UNSKIRTED DISPLAY COUNTERS, 40" High

Unskirted 2' x 4' Counter	\$55.00	\$71.50		
Unskirted 2' x 6' Counter	\$62.75	\$81.75		
Unskirted 2' x 8' Counter	\$70.75	\$92.00		

SKIRTED DISPLAY COUNTERS, 40" High

Skirting for Counters: White Vinyl Top and Pleated Skirt on 3 Sides

CIRCLE SKIRT COLOR: Black Blue Burgundy Gray Hunter Green Plum Red Teal White

Skirted 2' x 4' Counter	\$110.00	\$143.00		
Skirted 2' x 6' Counter	\$125.75	\$163.50		
Skirted 2' x 8' Counter	\$141.50	\$184.00		
4 th Side Skirted, Optional	\$35.00	\$45.50		

RISERS

12" Wide, Draped in White Vinyl

4' Long x 12" High - Single Tier	\$52.75	\$68.75		
6' Long x 12" High - Single Tier	\$65.75	\$85.25		

SPECIALTY DRAPE

CIRCLE DRAPE COLOR: Black Blue Burgundy Gray Hunter Green Plum Red Teal White

3' Drape	\$12.75	\$16.50		
8' Drape	\$15.75	\$20.50		

BOOTH ACCESSORIES

Wastebasket	\$11.25	\$14.75		
Chrome Easel	\$28.25	\$36.75		
Glass Bubble Bowl/Candy Jar	\$15.75	\$20.50		
Bag Stand	\$65.75	\$85.50		
Chrome Stand Literature Rack	\$92.75	\$120.75		
22" x 28" Chrome Sign Holder	\$51.75	\$67.50		
4' x 8' Bulletin Board	\$114.00	\$148.25		
5' Chrome Coat Rack	\$66.75	\$86.75		
30" Round x 30" High Cocktail Table	\$64.00	\$83.25		
30" Round x 40" High Pedestal Table	\$84.50	\$110.00		
Side Chair	\$37.75	\$49.25		
Arm Chair	\$49.25	\$64.25		
High Stool	\$69.00	\$89.75		

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

SUBTOTAL

8% TAX

PAYMENT ENCLOSED

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

COMPANY

BOOTH NUMBER

CONTACT NAME

PHONE

DATE

BOOTH CARPET ORDER FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE
 McCormick Place Convention Center – Lakeside Center
 September 26, 2013

PRICE LIST

BOOTH CARPET

Rental includes installation, front edge taping, and removal at the close of the show. Custom Cut Carpet is required for all booths larger than 10'x30' or for booths configured as an island or peninsula. All carpets ordered from J&J are installed clean for your use. You may order additional cleaning services for debris created during setup and show hours. See the Booth Cleaning Order Form.

DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL PRICE
-------------	----------------	----------------	-------------

Discount Deadline Date: September 10, 2013

CIRCLE CARPET COLOR: Black Hunter Green Red Royal Blue Silver Gray Teal

10' x 10' Booth Carpet	\$137.00	\$178.25	\$
10' x 20' Booth Carpet	\$274.00	\$356.25	\$
10' x 30' Booth Carpet	\$411.00	\$534.50	\$
Custom Cut Carpet	\$2.60 per Square Foot	\$3.50 per Square Foot	

Booth Dimensions _____ **x** _____ **=** _____ **Total Square Feet**

Total Square Feet	x	Rate	=	Price
Custom Cut Carpet				\$

PADDING

J&J offers added comfort to our carpet with our foam carpet padding

DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE
Comfort Padding	\$.95 per Square Foot	\$1.25 per Square Foot

VISQUEEN PLASTIC COVERING FOR PROTECTION

Includes installation and removal

DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE
Visqueen Plastic Covering	\$.65 per Square Foot	\$.85 per Square Foot

Booth Dimensions _____ **x** _____ **=** _____ **Total Square Feet**

Total Square Feet	x	Rate	=	Price
Comfort Padding				\$
Visqueen Plastic Covering				\$

Cancellations will be charged 50% of original price after set up begins and 100% of original price after installation.

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

SUBTOTAL _____
8% TAX _____
PAYMENT ENCLOSED _____

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

COMPANY _____ BOOTH NUMBER _____

CONTACT NAME _____ PHONE _____ DATE _____

FLORAL ORDER FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE
 McCormick Place Convention Center – Lakeside Center
 September 26, 2013

PRICE LIST

DESCRIPTION	DISCOUNT PRICE	QUANTITY	TOTAL PRICE
****Discount Deadline Date: September 10, 2013 *****Orders received after September 10, 2013 will be subject to a 30% late fee			
2 Foot Green Plants	\$50.00		
3 Foot Green Plants	\$60.00		
4 Foot Green Plants	\$70.00		
5 Foot Green Plants	\$80.00		
6 Foot Green Plants	\$90.00		
7 Foot Green Plants	\$105.00		
8 Foot Green Plants	\$120.00		
<i>Taller plant material is available, please inquire in advance</i>			
Potted Mums	\$35.00		
CIRCLE CHOICE OF COLOR: Bronze Lavender Yellow White			
Potted Ferns	\$45.00		
Potted Ivy	\$45.00		
Other			
Floral Arrangements	\$75.00 and Up		
Height _____ Width _____ Color _____			
Arranged Fresh Flower Bouquet	\$75.00 and Up		
Color: _____			

- ☐ Foliage plants and containers on rental basis only
- ☐ Prices include: Plant Installation, Decorative Container, Professional Maintenance, and Plant Removal
- ☐ Special plants and flowers can be obtained upon request
- ☐ Every effort will be made to ensure your color selection, however, we reserve the right to substitute based upon availability and quality.
- ☐ Orders cancelled within 7 days of the show, will be charged at 50%. Orders cancelled on site will be charged at 100%

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

SUBTOTAL _____

8% TAX _____

PAYMENT ENCLOSED _____

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

COMPANY _____

BOOTH NUMBER _____

CONTACT NAME _____

PHONE _____

DATE _____

TRADESHOW ACCESSORIES ORDER FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE

McCormick Place Convention Center – Lakeside Center

September 26, 2013

TRADESHOW ACCESSORIES

***Discount Deadline Date: September 10, 2013

Orders received after September 10, 2013 will be subject to a 30% late fee



BANNER STAND

The super affordable retractable banner stand was designed with price in mind and is quick and simple to erect. The banner stand combines elegance with excellent value. Soft carry case included.

Viewable print size: 31.5"w x 83.25"h

DESCRIPTION	BANNER STAND PRICE	QUANTITY	TOTAL PRICE
Hardware Price; including Printed Curl-Free Vinyl Graphics	\$325.00*	_____	_____
SUBTOTAL		_____	_____

*Prices do not include artwork. J&J Exhibitors Service offers full graphic design services tailored to your needs. Have us create a new design from scratch or polish off an existing design. Contact us today!

8' TABLE COVER

Set yourself apart with our full color imprinted table throw which fits over any 8' standard table. This economy throw is 3 sided leaving the back open for easy access to below table storage. Imprint on front, top and sides at no added cost. Flame retardant, premium polyester fabric. Machine washable and wrinkle resistant.



DESCRIPTION	8' TABLE COVER PRICE	QUANTITY	TOTAL PRICE
8' Table Cover	\$295.00*	_____	_____
SUBTOTAL		_____	_____

*METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS

SUBTOTAL

9.75% TAX

PAYMENT ENCLOSED

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

COMPANY

BOOTH NUMBER

CONTACT NAME

PHONE

DATE

SIGNS AND GRAPHICS ORDER FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE
 McCormick Place Convention Center – Lakeside Center
 September 26, 2013

PRICE LIST

Discount Deadline Date: September 10, 2013

CHOOSE YOUR SIZE:

Signs are based on one color copy, white show card and 10 words or less per sign

DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	QUANTITY	TOTAL PRICE
7" x 11"	\$29.30	\$43.95		
7" x 44"	\$47.35	\$71.05		
11" x 14"	\$35.90	\$53.85		
14" x 22"	\$55.00	\$82.50		
22" x 28"	\$67.10	\$100.65		
28" x 44"	\$99.00	\$148.50		
40" x 60"	\$154.00	\$231.00		
Other _____				

OPTIONAL SERVICE:

Over 10 words _____	\$2.10 per word	\$2.70 per word		
Colored card stock _____	Quoted upon request			
Change in color of copy _____	\$7.15 per change	\$9.35 per change		
Easel back on sign _____	\$5.75	\$10.75		
Weather Protection _____	\$13.20	\$26.00		
Logo Sign _____	Quoted upon request			
Banner _____	Quoted upon request			

INDICATE YOUR SIGN COPY:

Please print. Attach a layout to this form if necessary

CHOOSE YOUR STYLE AND COLOR:

Lettering Color: _____

Background Color: _____

Vertical Horizontal Use Your Judgment

- Please allow 24 Hours to deliver show-site orders.
- Orders received without payment cannot be processed.
- No refunds will be made on signs after order has been processed.
- For custom work and quotation, please contact your J&J Show Coordinator at (312) 225-3323.

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

SUBTOTAL

9.75% TAX

PAYMENT ENCLOSED

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

COMPANY

BOOTH NUMBER

CONTACT NAME

PHONE

DATE

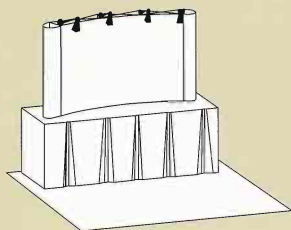


J&J Exhibitors Service
Full Service Trade Show Contractor

rental packages

Rental Displays That Fit Your Exhibiting Needs

We want your show to be a success. We have assembled a variety of display packages that you can rent for your show - from tabletops to backwalls to islands. Whether you need a display to showcase your product or a display that will carry your graphics and message, we are sure to have a package for you. Custom exhibits are also available for special needs. Call for more information.



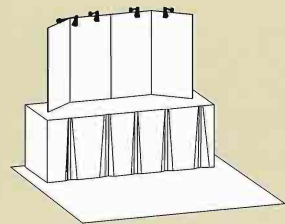
Package TT-1

Package Includes:

- 52" tall x 6' wide curved tabletop display with fabric panels
- 4 SkyTrak™ spotlights

Graphic options:

- Full color graphic header



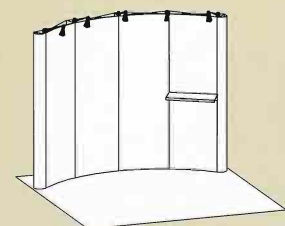
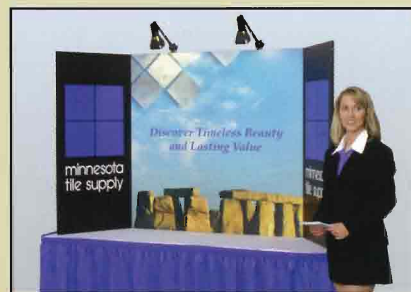
Package TT-2

Package Includes:

- 46" tall x 6' wide tabletop display with fabric panels
- 4 SkyTrak™ spotlights

Graphic options:

- Full color graphic header



Package 10-1

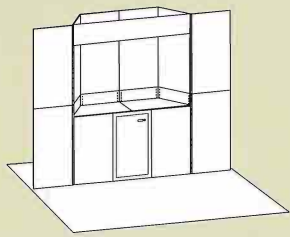
Package Includes:

- 8' or 10' curved display with fabric panels
- Case table
- 1 Product shelf
- SkyTrak™ spotlights

Graphic options:

- Full color graphic header
- Full color table graphic





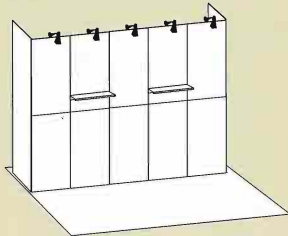
Package 10-2

Package Includes:

- 10' backwall with fabric or Lexan® panels
- 39" high built-in counter with wire management and lockable storage area
- Backlit header panel with lights

Graphic options:

- Full color graphic header



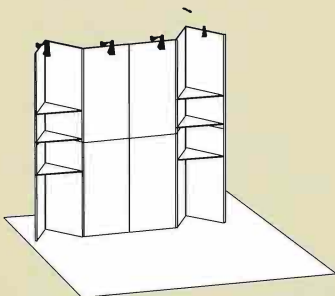
Package 10-3

Package Includes:

- 10' backwall display with fabric or Lexan® panels
- 2 Product shelves
- 5 SkyTrak™ spotlights

Graphic options:

- Full color graphic header



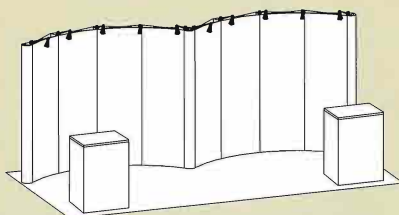
Package 10-4

Package Includes:

- 10' backwall display with fabric or Lexan® panels
- 6 triangular product shelves
- 4 SkyTrak™ spotlights

Graphic options:

- Full color graphic header



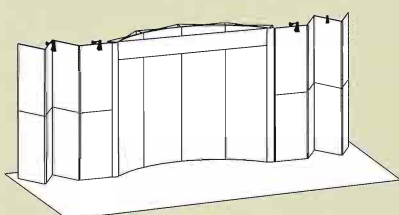
Package 20-1

Package Includes:

- 2 10' curved backwalls with fabric panels
- 2 Case tables
- 2 Shelves
- 10 SkyTrak™ spotlights

Graphic options:

- Full color graphic headers
- Full color table graphic



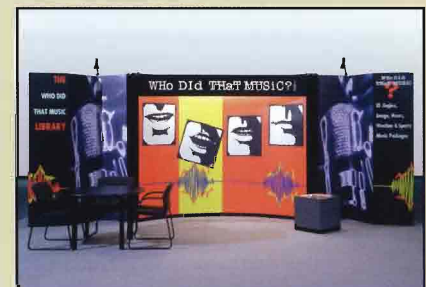
Package 20-2

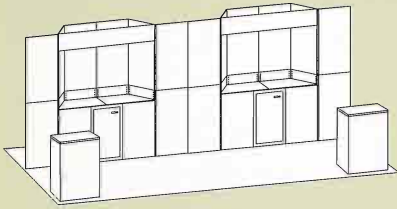
Package Includes:

- 20' Backwall with fabric panels
- Backlit header panel with lights
- 4 SkyTrak™ spotlights

Graphic options:

- Full color graphic header





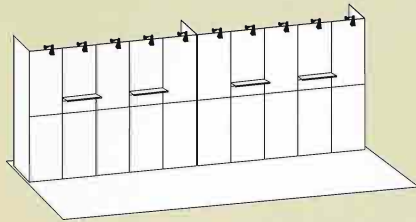
Package 20-3

Package Includes:

- 20' backwall with fabric or Lexan® panels
- 39" high built-in counters with wire management and lockable storage areas
- 2 Square tables
- 2 Backlit header panels with lights

Graphic options:

- Full color graphic headers



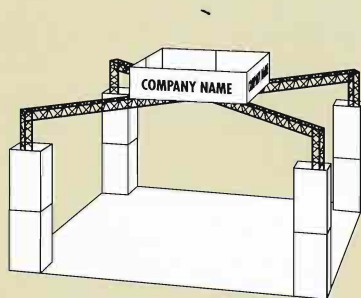
Package 20-4

Package Includes:

- 20' backwall with fabric or Lexan® panels
- 4 Product shelves
- 10 SkyTrak™ spotlights

Graphic options:

- Full color graphic headers



Package 2020-1

Package Includes:

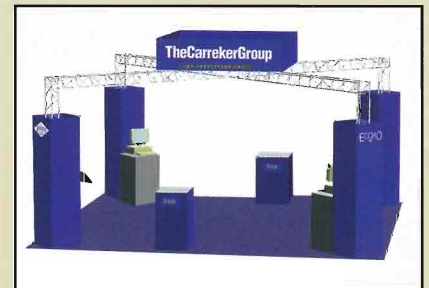
- 20' x 20' SkyTruss™ island
- 4 Towers with fabric or Lexan® panels
- Square header sign

Options:

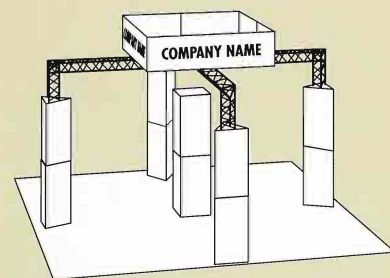
- Lighting, tables

Graphic options:

- Full color graphics on sign



Note: Height of SkyTruss be changed to fit show regulations.



Package 2020-2

Package Includes:

- 20' x 20' SkyTruss™ island
- 5 Towers with fabric or Lexan® panels
- Square header sign

Options:

- Lighting, tables

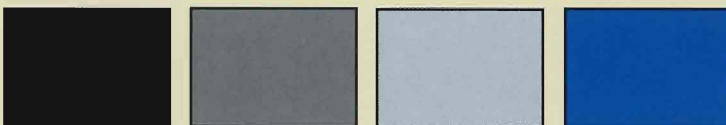
Graphic options:

- Full color graphics on sign



Note: Height of SkyTruss be changed to fit show regulations.

Fabric Color Choices



Black

Dark Gray

Silver

Blue

Lexan® Color Choices

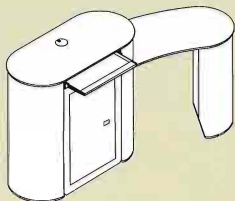
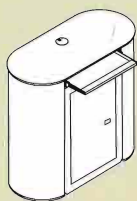


Black

White

Tables/Workstations

Fabric Panel Colors Available: Black, dark gray, silver, blue

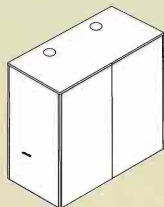
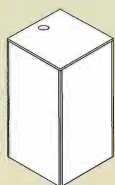


Oval Tambour Workstation

Sturdy table includes black laminate with management system and locking door.

Oval Tambour Workstation with Right Curved Extension

Sturdy table includes black laminate with management system and locking door.

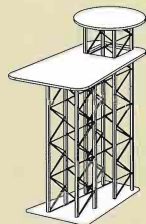


Square Workstation

23" x 23" table is 39" tall. Internal shelf available with square table. Includes wire management system and access door.

Double Workstation

23" x 46" table is 39" tall. Internal shelf available with square table. Includes wire management system and access door.

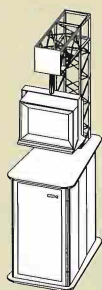


Open Rectangular Workstation

Sturdy truss workstation is 46" tall.

Closed Rectangular Workstation

Sturdy truss workstation is 46" tall. Includes locking door.



Truss Kiosk With Monitor Platform

Perfect for presentations! Monitor platform is at eye-level and sturdy enough to support your A/V equipment. Work surface is great for lead-taking. Monitor not included.

Contact

J&J Exhibitors Service

2338 South Indiana Avenue

Chicago, IL 60616

Facsimile: 312-225-9873

Telephone: 312-225-3323



BOOTH RENTAL PACKAGES ORDER FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE
 McCormick Place Convention Center – Lakeside Center
 September 26, 2013

PRICE LIST

DESCRIPTION	DISCOUNT PRICE	QUANTITY	TOTAL PRICE
Discount Deadline Date: September 10, 2013			
<i>Orders received after September 10, 2013 will be subject to a 30% late fee</i>			
Table Top Display Package #1	\$925.00		
Table Top Display Package #2	\$925.00		
10' Backwall Display Package #1	\$1,485.00		
10' Backwall Display Package #2	\$1,650.00		
10' Backwall Display Package #3	\$1,825.00		
10' Backwall Display Package #4	\$1,825.00		
20' Backwall Display Package #1	\$2,850.00		
20' Backwall Display Package #2	\$2,850.00		
20' Backwall Display Package #3	\$3,900.00		
20' Backwall Display Package #4	\$2,275.00		
20' x 20' Island Display Package #1	\$11,275.00		
20' x 20' Island Display Package #2	\$12,265.00		
Tables/Workstations	Quoted upon request		

Choose Table Skirting: Package TT-1 and TT-2 only

CIRCLE SKIRT COLOR: Black Blue Burgundy Gray Hunter Green Plum Red Teal White

Choose Fabric/Lexan® Panel Color:

CIRCLE FABRIC: Black Dark Gray Silver Blue **CIRCLE LEXAN® PANEL COLOR:** Black Platinum White

Choose Carpet Color:

CIRCLE CARPET COLOR: Hunter Green Red Royal Blue Silver Gray Teal

Rental Fee includes:

- Carpet
- Carpenter Labor set up and dismantle
- Drayage/Material Handling for display rental properties only

Rental Fees does NOT include:

- Electrical
- Graphics
- Booth Cleaning

Orders cancelled within 7 days of the show, will be charged at 50%. Orders cancelled on site will charged at 100%

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

SUBTOTAL

8% TAX

PAYMENT ENCLOSED

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

COMPANY

BOOTH NUMBER

CONTACT NAME

PHONE

DATE

MATERIAL HANDLING INFORMATION



ENTREPRENEURIAL WOMAN'S CONFERENCE

McCormick Place Convention Center – Lakeside Center

September 26, 2013

FREIGHT HANDLING SERVICES

J&J Exhibitors Service is prepared to receive your shipment either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of the shipments. For rates and arrival information, see the Material Handling Order Form. J&J must have payment before forwarding freight.

All orders are governed by the J&J Payment Policy and Limits of Liability and Responsibility.

ADVANCED SHIPMENTS TO THE WAREHOUSE

J&J Exhibitors Service, as the exclusive drayage contractor, will receive crated, boxed or skidded materials at the warehouse up to 30 days prior to show move in. Shipments must be sent with freight charges PREPAID. **COLLECT SHIPMENTS CANNOT BE ACCEPTED.**

The warehouse will receive shipments Monday through Friday during the hours of 8:00 AM to 2:00 PM

Rates Include

- Receiving at J&J Warehouse
- Reloading onto trucks and deliver to the exhibit site
- Unloading freight and delivery to your booth
- Picking up, storing, and returning empty shipping containers
- Reloading freight for return to your specified destination

For advanced shipments, label each piece and address all shipment documents/bills of lading as follows:

NAME OF EXHIBITING COMPANY
YOUR BOOTH NUMBER
ENTREPRENEURIAL WOMAN'S CONFERENCE
C/O J&J EXHIBITORS SERVICE, INC.
2338 SOUTH INDIANA AVENUE
CHICAGO, IL 60616

Last day for shipments to arrive at the advance warehouse without surcharge

TUESDAY, SEPTEMBER 10, 2013

DIRECT SHIPMENTS TO EXHIBIT SITE

Shipments can arrive for unloading and delivery to your booth **ONLY DURING SCHEDULED EXHIBITOR MOVE-IN PERIOD.** Shipments must be sent with freight charges PREPAID. **COLLECT SHIPMENTS CANNOT BE ACCEPTED.**

Rates Include

- Unloading freight and delivery to your booth
- Picking up, storing, and returning empty shipping containers
- Reloading freight for return to your specified destination

For direct shipments, label each piece and address all shipment documents/bills of lading as follows:

NAME OF EXHIBITING COMPANY
YOUR BOOTH NUMBER
ENTREPRENEURIAL WOMAN'S CONFERENCE
C/O J&J EXHIBITORS SERVICE, INC.
MCCORMICK PLACE CONVENTION CENTER
WEST BUILDING; SKYLINE BALLROOM - W375
2301 SOUTH LAKE SHORE DRIVE
CHICAGO, IL 60616

ONLY day for shipments to arrive direct to the exhibit site

WEDNESDAY, SEPTEMBER 25, 2013 12:30 PM – 4:30 PM

RETURN TO WAREHOUSE (OPTIONAL)

After the show, J&J Exhibitors Service can:

- Deliver freight to the warehouse
- Store Freight
- Reload freight on outbound carriers to ship to your specified destination

BILL OF LADING

All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight. A copy should be mailed with the enclosed "MATERIAL HANDLING SERVICE AND RATES" order form. Shipments received without freight bills, or specified unit counts on receipts, will be delivered to exhibitor's booth without guarantee of piece count or condition.

For the safety of your shipment, small package shipments should be sent to the advance warehouse.

EMPTY CONTAINER HANDLING AND STORAGE

Due to Fire Marshall regulations, empty containers cannot be stored in your booth during the show. Empty containers will be removed from your booth, placed in storage and returned to your booth at close of the Show. Empty container labels will be available at the J&J Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. J&J Exhibitors Service assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers removed for storage.

OUTBOUND SHIPPING AND HANDLING

Outbound materials will be moved from booth to dock and reloaded on designated vehicles. To assist you with arrangements for outbound shipments, J&J Exhibitors Service will have a Service Desk where labels, Bills of Lading and shipping information will be available.

When materials are labeled, packed and ready to be shipped, completed Bills of Lading should be turned into the J&J Service Desk.

In order to expedite removal of materials, J&J Exhibitors Service reserves the right to change designated carriers, if such carriers fail to pick up or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse to await shipping instructions from exhibiting company and will be charged accordingly.

INSURANCE

Be sure your materials are insured from the time they leave your facility until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by "riders" to existing policies.

All materials handled by J&J Exhibitors Service are subject to our "Terms and Conditions" and are governed by our Payment Policy.

MATERIAL HANDLING CHARGES

Please refer to our enclosed "MATERIAL HANDLING SERVICE AND RATES" form. Rates are based on incoming weight only, whether the services are used completely or in part. The weight is rounded up to the next hundred pounds and is taken from the inbound bill of lading.

Freight handling charges are the responsibility of the exhibiting company for whom materials have been received and handled. The exhibiting company may not assign this responsibility to suppliers or customers.

MATERIAL HANDLING ORDER FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE
McCormick Place Convention Center – Lakeside Center
September 26, 2013

ADVANCED SHIPMENTS TO THE WAREHOUSE

Includes shipments received at the warehouse, delivered to the convention center, and unloaded at the dock and delivered to the booth with no additional handling required.

Warehouse Rate, received on or before Tuesday, September 10, 2013

A 25% (\$25.00 minimum) late to warehouse surcharge will apply: If freight is received after Tuesday, September 10, 2013

ROUND TRIP RATES, PER SHIPMENT.

Shipment Weight (Round up to the next 100 Lbs.)		Rate/100 Lbs.	Minimum Shipment	Estimated Charges
	X	\$103.25	\$206.50	= \$

DIRECT SHIPMENTS TO THE EXHIBIT SITE

CRATED AND/OR SKIDDED SHIPMENTS

Includes shipments unloaded at the dock and delivered to your booth with no additional handling required.

Direct Rates, received on Wednesday, September 25, 2013

ROUND TRIP RATES, PER SHIPMENT.

Shipment Weight (Round up to the next 100 Lbs.)		Rate/100 Lbs.	Minimum Shipment	Estimated Charges
	X	\$123.75	\$247.50	= \$

MOBILE UNITS

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall are required to hire J&J Exhibitors Service supervision services. A representative from J&J Exhibitors Service will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

Direct Rates, received on Wednesday, September 25, 2013

ROUND TRIP RATES, PER MOBILE UNIT.

Number of Mobile Units		RATE/MOBILE UNIT	Estimated Charges
	X	\$225.00	= \$

COURTESY TEAMSTER LABOR

As a courtesy to their valued sponsors and loyal exhibitors, The Women's Business Development Center (WBDC) has arranged for teamster labor to assist with the unloading and loading of privately owned vehicles. This service is intended for cars and small vans only. It does not include shipments delivered in trucks, tractor trailers, or via outside carrier lines.

TIMES

Wednesday, September 25, 2013 12:30 PM to 4:30 PM

RETURN TO WAREHOUSE

Shipment Weight (Round up to the next 100 Lbs.)		Rate/100 Lbs.	Minimum Shipment	Estimated Charges
	X	\$25.00	\$175.00	= \$

*METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight.

PAYMENT ENCLOSED

\$

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

COMPANY

BOOTH NUMBER

CONTACT NAME

PHONE

DATE

ADVANCE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITOR

BOOTH NO: _____

ENTREPRENEURIAL WOMAN'S CONFERENCE

HOLD FOR STORAGE

**J&J EXHIBITORS SERVICE, INC.
2338 SOUTH INDIANA AVENUE
CHICAGO, ILLINOIS 60616**

DELIVER BY SEPTEMBER 10, 2013

**EXHIBIT MATERIAL - RUSH
ADVANCE SHIPMENTS ONLY**

TO: _____

NAME OF EXHIBITOR

BOOTH NO: _____

ENTREPRENEURIAL WOMAN'S CONFERENCE

HOLD FOR STORAGE

**J&J EXHIBITORS SERVICE, INC.
2338 SOUTH INDIANA AVENUE
CHICAGO, ILLINOIS 60616**

DELIVER BY SEPTEMBER 10, 2013

EXHIBIT MATERIAL - RUSH

ADVANCE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITOR

BOOTH NO: _____

ENTREPRENEURIAL WOMAN'S CONFERENCE

HOLD FOR STORAGE

**J&J EXHIBITORS SERVICE, INC.
2338 SOUTH INDIANA AVENUE
CHICAGO, ILLINOIS 60616**

DELIVER BY SEPTEMBER 10, 2013

**EXHIBIT MATERIAL - RUSH
ADVANCE SHIPMENTS ONLY**

TO: _____

NAME OF EXHIBITOR

BOOTH NO: _____

ENTREPRENEURIAL WOMAN'S CONFERENCE

HOLD FOR STORAGE

**J&J EXHIBITORS SERVICE, INC.
2338 SOUTH INDIANA AVENUE
CHICAGO, ILLINOIS 60616**

DELIVER BY SEPTEMBER 10, 2013

EXHIBIT MATERIAL - RUSH

DIRECT TO DOCK SHIPMENTS

TO: _____
NAME OF EXHIBITOR

BOOTH NO: _____

ENTREPRENEURIAL WOMAN'S CONFERENCE

C/O J&J EXHIBITORS SERVICE, INC.
MCCORMICK PLACE CONENTION CENTER
LAKESIDE CENTER – HALL D2
2301 SOUTH LAKE SHORE DRIVE
CHICAGO, ILLINOIS 60616

DELIVER ONLY ON SEPTEMBER 25, 2013

**EXHIBIT MATERIAL - RUSH
DIRECT TO DOCK SHIPMENTS**

TO: _____
NAME OF EXHIBITOR

BOOTH NO: _____

ENTREPRENEURIAL WOMAN'S CONFERENCE

C/O J&J EXHIBITORS SERVICE, INC.
MCCORMICK PLACE CONENTION CENTER
LAKESIDE CENTER – HALL D2
2301 SOUTH LAKE SHORE DRIVE
CHICAGO, ILLINOIS 60616

DELIVER ONLY ON SEPTEMBER 25, 2013

EXHIBIT MATERIAL - RUSH

DIRECT TO DOCK SHIPMENTS

TO: _____
NAME OF EXHIBITOR

BOOTH NO: _____

ENTREPRENEURIAL WOMAN'S CONFERENCE

C/O J&J EXHIBITORS SERVICE, INC.
MCCORMICK PLACE CONENTION CENTER
LAKESIDE CENTER – HALL D2
2301 SOUTH LAKE SHORE DRIVE
CHICAGO, ILLINOIS 60616

DELIVER ONLY ON SEPTEMBER 25, 2013

**EXHIBIT MATERIAL – RUSH
DIRECT TO DOCK SHIPMENTS**

TO: _____
NAME OF EXHIBITOR

BOOTH NO: _____

ENTREPRENEURIAL WOMAN'S CONFERENCE

C/O J&J EXHIBITORS SERVICE, INC.
MCCORMICK PLACE CONENTION CENTER
LAKESIDE CENTER – HALL D2
2301 SOUTH LAKE SHORE DRIVE
CHICAGO, ILLINOIS 60616

DELIVER ONLY ON SEPTEMBER 25, 2013

EXHIBIT MATERIAL – RUSH



J&J Motor Service

Your freight. Delivered and show-ready.



J&J Motor Service is a full-service transportation company offering specialized freight services and time-definite pick-ups and deliveries throughout the United States and Canada. With more than 80 years of industry experience, we are the original trade show carrier. Our clients call us a partner you can trust to deliver.

J&J Motor Service has an outstanding reputation and a team that stands above the rest with our professional experience and focus on customer service. Family owned and operated, we offer competitive rates and guarantee our work.

Let J&J Motor Service deliver for you:

- On-time pick ups and on-target deliveries
- Extensive material handling/warehousing
- Custom crating, skidding, pad wrapping and specialized handling
- Professional service and experienced, industry drivers and representatives
- Show to show caravans
- Preferred carrier status
- Expedited freight capabilities
- Competitive rates and guaranteed service
- Specialized trailers and equipment
- Show site representatives providing valuable on-site assistance
- Nationwide capabilities as agents of Specialized Transportation, Inc. (STI)

Contact us today at 312-225-3323.



Trade show transportation requires a partner that knows the challenges of convention center deliveries so that you can rest assured your show or event properties arrive on time and within budget.

Whether it's one time service or a full calendar of events, you can count on J&J Motor Service to deliver for you

80
PLUS

Over 80 years of serving
the tradeshow industry.

www.jjmotor.com

2338 South Indiana Avenue
Chicago, IL 60616
312-225-3323 | Phone
312-225-9873 | Fax

J&J Motor Service is a WBE-certified business.



J&J Exhibitors Service



Your exhibit. Delivered and show-ready.

Worry-free Exhibiting with I&D from J&J

When you're on the show floor your focus should be on connecting with attendees, not the details of your trade show exhibit. When you entrust your exhibit installation and dismantle to J&J Exhibitors Service, we'll handle every aspect of your exhibit from move-in to the last crate off the floor. Our expert team and comprehensive management can make this aspect of exhibiting worry free. J&J Exhibitors Service's talented team can also help you create an attention-grabbing exhibit from a portable rental to custom build.

Across the nation, J&J is there to handle every aspect of your program. From managing your exhibit property to working with show services to complete your orders, we will ensure all details are completed before show open.

Let J&J Exhibitors Service provide you with expert and reliable service for one show or your annual schedule. Our services include:

- Turnkey program management
- Comprehensive show floor supervision
- Experienced labor for booth install and dismantle
- Custom built and portable rental exhibits
- Graphic design and production
- Dedicated account executive and management team
- Show service ordering and management
- Local and nationwide transportation
- Storage and warehousing

Exhibiting at a trade show is a significant investment. Make sure every last detail is executed to perfection. Choose J&J Exhibitors Service as your I&D partner.

Contact us today at 312-225-3323.

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PLUS

Over 80 years of serving
the tradeshow industry.

www.jjexhibitors.com

2338 South Indiana Avenue
Chicago, IL 60616
312-225-3323 | Phone
312-225-9873 | Fax

J&J Exhibitors Service is a WBE-certified business.

DISPLAY LABOR ORDER FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE
 McCormick Place Convention Center – Lakeside Center
 September 26, 2013

HOURLY RATES AND INFORMATION

HOURLY RATES FOR DISPLAY LABOR

Description	Discount Rate	Standard Rate
	Discount Deadline Date: September 10, 2013	
Display Labor	\$104.25 per Hour	\$135.25 per Hour

- One half hour minimum per worker
(Labor thereafter is charged in half (1/2) hour increments)
- Start time guaranteed only at start of workday
- Exhibitor must check in at J&J Service Desk to pick up labor personnel as ordered
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker
- A one hour "no show" charge will be applied if exhibitor fails to pick up labor personnel as ordered
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth
- J&J Supervised jobs will be completed at our discretion prior to the opening and before the hall must be cleared
- Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by J&J

INSTALLATION LABOR

- ☐ **J&J Supervised Labor** – Please complete the reverse side of this form
 A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision

- ☐ **Exhibitor Supervised Labor**

Date	Time	No. of People	x	Approx. Hours Per Person	=	Hourly Rate	=	Total
								\$
J&J Supervision add 25% (\$50.00 Minimum)								\$
Total Installation								\$

DISMANTLE LABOR

- ☐ **J&J Supervised Labor** – Please complete the reverse side of this form
 A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision

- ☐ **Exhibitor Supervised Labor**

Date	Time	No. of People	x	Approx. Hours Per Person	=	Hourly Rate	=	Total
								\$
J&J Supervision add 25% (\$50.00 Minimum)								\$
Total Installation								\$

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

PAYMENT ENCLOSED

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

COMPANY

BOOTH NUMBER

CONTACT NAME

PHONE

DATE

Please complete this form only if J&J is supervising the labor for your booth and your will not be present to supervise the installation and/or dismantle.

INBOUND SHIPPING INFORMATION

Carrier _____ Carrier Phone Number _____

Carrier Pro Number _____

Shipped To: ☐ Warehouse ☐ Show Site Date Shipped _____

Total Number of: Crates: _____ Fiber Cases: _____ Cartons: _____ Other (Specify): _____

SET UP INFORMATION

Set up Plan/Photo: ☐ Attached ☐ To Be Sent ☐ With Exhibit ☐ In Crate Number _____

Carpet: ☐ With Exhibit ☐ Rental from J&J Carpet Color _____ Carpet Size _____

Graphics: ☐ With Exhibit ☐ Shipped Separately

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

Ship to: _____

Contact Name: _____

Telephone Number: _____

Method: ☐ Common Carrier ☐ Air Freight ☐ Van Line ☐ Other (Specify)

Carrier (If known) _____

PLEASE NOTE: The exhibitor is responsible for contacting the carrier of their choice

Freight Charges: ☐ Prepaid ☐ Bill to: _____
☐ Collect _____

Please note: J&J will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

COMPANY _____ BOOTH NUMBER _____

CONTACT NAME _____ PHONE _____ DATE _____

BOOTH CLEANING ORDER FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE
McCormick Place Convention Center – Lakeside Center
September 26, 2013

BOOTH CLEANING SERVICES

General vacuuming of the show floor aisles is provided. However, cleaning of your exhibit area is not included in your exhibit space rental. To ensure your booth is show ready, specify your requirements below. Please contact your J&J show coordinator with any special needs.

DESCRIPTION

STANDARD PRICE

Vacuuming, Includes emptying your wastebasket nightly

☐ Before show opens only .65 per square foot

Shampooing

☐ Before show opens only .50 per square foot

Mopping and Waxing

☐ We will require mopping and waxing. Please call for quote

Cost of vacuuming and shampooing will be invoiced based on the total area of your booth, 100 square feet minimum

Booth Dimensions _____ x _____ = _____ Total Square Feet

	Total Square Feet	x	Rate	x	Number of Days	=	Price
Vacuuming						\$	
Shampooing						\$	

Porter Service

Porter Service Price: \$ _____

☐ We will require porter services. Please call for quote

J&J will empty wastebaskets, booth wipe down and maintain your exhibit area at two hour intervals, during show hours for the duration of the show at the hourly rates indicated below. Vacuuming not included

Porter Service Description:

HOURLY RATES FOR PORTER SERVICE

Straight Time	Weekdays Between 8:00 AM and 4:30 PM	\$30.00 per person per hour
Overtime	Weekdays Before 8:00 AM and after 4:30 PM All day Saturday (4 Hour Daily Minimum)	\$45.00 per person per hour
Double Time	All day Sunday and Holiday (4 Hour Daily Minimum)	\$60.00 per person per hour

To avoid a misunderstanding regarding any cleaning service, please bring any discrepancies to our attention at the service desk. J&J will be unable to adjust invoices after the close of the show.

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

PAYMENT ENCLOSED

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

COMPANY

BOOTH NUMBER

CONTACT NAME

PHONE

DATE



J&J Exhibitors Service

Your AV. Delivered and show-ready.

An Audiovisual Partner You Can Rely On

When it's your brand on the line you need an audiovisual partner you can trust. You need the right people, the right equipment and the latest technology...at a price that fits your budget. That's J&J Exhibitors Service. From full production consulting to equipment rental for events and trade shows of any size, we have the expertise to create audiovisual experiences that set your brand apart.

Your expert J&J team can design, install, and produce any event including audiovisual for association events, convention services, corporate meetings, product launches, trade shows and training services. Our team of trained technical directors, engineers, cameramen, lighting directors, electricians and stage hands knows their role in ensuring flawless execution. We make it easy – from the pre-planning stage to on-site support and prompt, detailed billing after the event. It's that simple. And it's why our customers trust us year after year with a 98% rate of repeat business.

Show Floor Audiovisual

Exhibitors count on J&J for their audiovisual and computer equipment for trade shows, conventions, and association events. We work with both individual exhibitors and exhibit design companies to flawlessly present brands on the show floor. We provide booth design and consultation, equipment rental, technical support and much more.

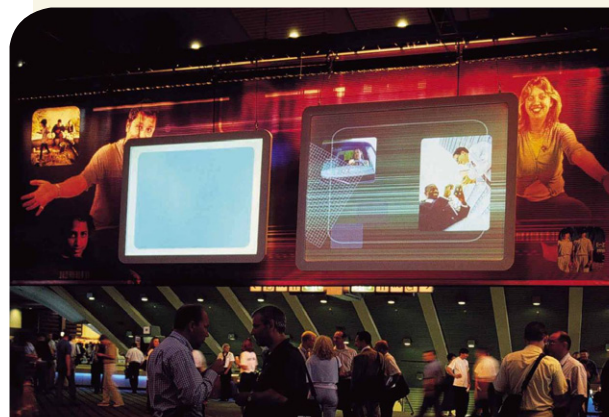
Event Production

Our technical directors help create exceptional corporate presentations and special events with the latest technology and expert staff that includes audio engineers, video engineers, cameramen, lighting directors, master electricians, staging technicians and project managers.

Meetings & Convention Services

The J&J team works closely with meeting and event organizers to support major corporate and association events. From site inspection and pre-planning to equipment specification and on-site event supervision, J&J can help make your event's audiovisual turnkey and worry free for you, your exhibitors and event participants.

Contact us today at 312-225-3323.



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PLUS

Over 80 years of serving
the tradeshow industry.

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J&J Exhibitors Service is a WBE-certified business.

AUDIO / VISUAL ORDER FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE

McCormick Place Convention Center – Lakeside Center

September 26, 2013

VIDEO EQUIPMENT PRICE LIST

	Advance Daily Rate	Quantity	Days	Total
DVD Player	\$100.00			

FLAT SCREEN DISPLAYS PRICE LIST

	Advance Daily Rate	Quantity	Days	Total
20" Multi-Sync Flat Screen	\$175.00			
32" Multi-Sync Flat Screen	\$200.00			
42" Multi-Sync Flat Screen*	\$450.00			
52" Multi-Sync Flat Screen*	\$650.00			
60" Multi-Sync Flat Screen*	\$1,470.00			
70" Multi-Sync Flat Screen*	call for quote			
Plasma Stand	\$150.00			
Plasma Stand Shelf	\$30.00			

*Requires one hour of labor at \$68.50 for set-up/strike of plasma monitors.

DELIVERY / PICK UP INFORMATION

*Delivery Date _____ Approximate Arrival Time _____

*Exhibitor must be present to sign for order at time of delivery. Please contact the Exhibitor Service Desk for delivery. You must notify our representative that you are at your booth and have electrical power in place. Union Electricians will deliver in the order that requests are received. J&J Exhibitors Service is unable to guarantee a delivery time.

*Pick-up Date _____

*Exhibitor is responsible for equipment until a J&J Exhibitors Service representative picks it up. Pick-up will be at the close of the show unless otherwise specified. No removal of equipment will take place during show hours.

LIMITS OF LIABILITY AND RESPONSIBILITY

1. Cancellation: in the even Lessee cancels this order, Lessee will be charges a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
2. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment, which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charges for replacement cost, labor or parts for repair, as the case may be.
3. Insurance for the subject equipment is Lessee's responsibility.
4. On location set-up and take-down by required union labor is not included in the equipment rental price.
5. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
6. It is the responsibility of the exhibitor to advise a J&J Exhibitors Service representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.

*METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS

EQUIPMENT SUBTOTAL	_____
22% SERVICE CHARGE	_____
8% TAX	_____
PAYMENT ENCLOSED	_____

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

COMPANY _____ BOOTH NUMBER _____

CONTACT NAME _____ PHONE _____ DATE _____



TRADE SHOW

DESIGN

GUIDE

2012

PREMIERE COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA

NEW



CHR003



SFA003

MIRABEL

NEW



SFA001



CHR001

ALLEGRO

NEW



CHR002



SFA002

KEY WEST



OCB



LSM



SOM

SOUTH BEACH



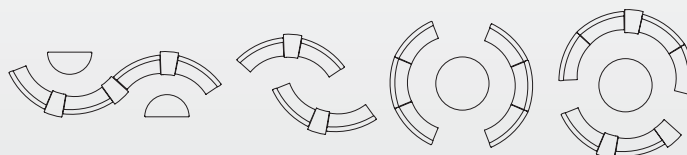
OTS

S01



S02

Suggested Uses of South Beach



MARRAKESH



SON



CHN

LISBON



CHC



LSC



SOC

ASTRO



CHQ



SOQ

MEMPHIS



MPS



MPC

NEWPORT



SED



COD

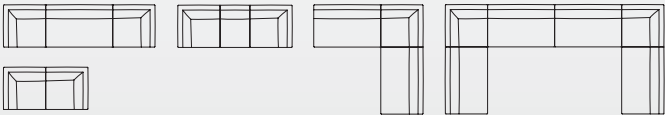


CHD



LSD

Suggested Uses of Newport



SOFAS & SECTIONALS



SFA003



SFA001



SFA002



S01



SOC



SOQ



SON



SOM



MPS



S02



SED

4

LOVESEATS



LSD



LSM



LSC

Sofas & Sectionals

SFA003 Roma
White Vinyl
78"L 31"D 33"H

SFA001 Mirabel
Brown Leather
76"L 35"D 32"H

SFA002 Allegro
Blue Fabric
73"L 34.5"D 29.5"H

S01 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SOC Lisbon Sofa
Black Leather
88"L 36"D 34"H

SOQ Astro Sofa
Light Beige
83"L 36"D 29"H

SON Marrakesh Sofa
Light Beige
83"L 36"D 29"H

SOM Key West Sofa
Black
85"L 35"D 33"H

MPS Memphis Sofa
(Mini Size)
Black
55"L 31"D 28"H

S02 South Beach 3 pc.
Sectional Platinum Suede
152"L 40"D 33"H

SED Newport 3 pc. Sectional
Charcoal Leather
113"L 34"D 33"H

Loveseats

LSD Newport Loveseat
Charcoal Leather
54"L 34"D 33"H

LSM Key West Loveseat
Black
57"L 35"D 33"H

LSC Lisbon Loveseat
Black Leather
64"L 36"D 34"H

CLUB CHAIRS



CHR003



CHR001



CHR002



CHD



COD



CHC



MPC



CHQ



CHN

OCCASIONAL CHAIRS



SCD



SCC



SCE



CH001



CCE



OCA



OCH



BCW



OCU

5



OCB



OCL



OCY



OCC



OCZ



OCR

Club Chairs

CHR003 Roma
White Vinyl
37"L 31"D 33"H

CHR001 Mirabel
Brown Leather
36"L 35"D 32"H

CHR002 Allegro
Blue Fabric
36"L 34.5"D 29.5"H

CHD Newport Armless Chair
Charcoal Leather
24"L 34"D 33"H

COD Newport Corner
Charcoal Leather
34"L 34"D 33"H

CHC Lisbon Chair
Black Leather
40"L 36"D 34"H

MPC Memphis Chair
(Mini Size) Black
27.25"L 31.75"D 27.5"H

CHQ Astro Chair
Light Beige
36"L 36"D 29"H

CHN Marrakesh Chair
Light Beige
34"L 37"D 38"H

Occasional Chairs

SCD Fusion Chair
Green, White
19"L 21"D 32"H

SCC Fusion Chair
Clear, White
19"L 21"D 32"H

SCE Fusion Chair
Red, White
19"L 21"D 32"H

CH001 Casper Chair
Clear Acrylic
21"L 21"D 36.5"H

CCE Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Madrid Chair
Black Leather
30"L 30"D 31"H

BCW Madrid Chair
White Leather
30"L 30"D 31"H

OCU Globus Chair
White Vinyl, Chrome
28"L 26"D 28"H

OCB Key West Tub Chair
Black
31"L 31"D 31"H

OCL Cappuccino Chair
Chocolate
29"L 29"D 34"H

Stage Chair
24"L 26"D 36"H
OCY Onyx
OCC Camel
OCZ Beige
OCR Red

OTTOMANS



VIB01



VIB02



VIB03



VIB04



VIB05



VIB06



VIB07



PUZ2SW



OTS



OTQ



OTN



OTP



OTM



OSA



OSB



OTK



OTL



CCZ



CCB



CCW



OTH



OSC

Ottomans

Vibe Cube Ottoman
Waterproof
18"L 18"D 18"H

VIB01 Green Vinyl

VIB02 Blue Vinyl

VIB03 Pink Vinyl

VIB04 Red Vinyl

VIB05 Yellow Vinyl

VIB06 Gold/Bronze Vinyl

VIB07 Champagne Vinyl

PUZ2SW Puzzle Bench
Ottoman
White
48"L 24"D 18"H

OTS South Beach Ottoman
Wedge, Platinum Suede
25"L 31"D 18"H

OTQ Square Ottoman
White Leather
40"L 40"D 17"H

OTN Bench Ottoman
White Leather
24"L 60"D 17"H

OTP Square Ottoman
Black Leather
40"L 40"D 17"H

OTM Bench Ottoman
Black Leather
24"L 60"D 17"H

OSA Oval Ottoman
Black Leather
52"L 32"D 19"H

OSB Oval Ottoman
White Leather
52"L 32"D 19"H

OTK Half Round Ottoman
Black Leather
6'L 3'D 17"H

OTL Half Round Ottoman
White Leather
6'L 3'D 17"H

CCZ Circle Ottoman
Black, White Leather
6'L 6'D 17"H

CCB Circle Ottoman
Black Leather
6'L 6'D 17"H

CCW Circle Ottoman
White Leather
6'L 6'D 17"H

OTH Cube
Black Leather
17"L 17"D 18"H

OSC Cube
White Leather
17"L 17"D 18"H

OCCASIONAL COCKTAIL TABLES



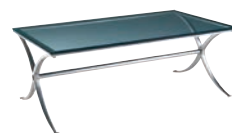
COLI



C1E



C1D



C1K



C1F



C1C



C1W



C1Y

OCCASIONAL END TABLES



EOLI



E1E



E1D



E1K



E1F



E1C



E1W



E1Y

Occasional Cocktail Tables

COLI Oliver Cocktail Table
47"L 27"D 19"H

C1E Silverado Table
36" Round 17"H

C1D Soho Table
Steel Base, Chocolate Top
38"L 38"D 18.5"H

C1K Inspiration Table
42"L 28"D 18"H

C1F Geo Rectangle Table
Glass, Black
50"L 22"D 16"H

C1C Geo Rectangle Table
Glass, Chrome
50"L 22"D 16"H

C1W Sydney Table
White
48"L 26"D 18"H

C1Y Sydney Table
Black
48"L 26"D 18"H

Occasional End Tables

EOLI Oliver End Table
22" Round 22"H

E1E Silverado End Table
24" Round 22"H

E1D Soho End Table
Steel Base, Chocolate Top
26"L 26"D 27"H

E1K Inspiration End Table
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

E1W Sydney End Table
White
27"L 23"D 22"H

E1Y Sydney End Table
Black
27"L 23"D 22"H

CONFERENCE TABLES



OCT6W



CG1



CE1



CF1



CF2



CE2



6-CB2



8-CB3



6-CD2



8-CD3



6-CC6
8-CC7
10-CC8



6-CT06GR
8-C508GR
10-CT10GR



CB1



CD1



CC5

SAMPLE CONFERENCE SETS



Conference Tables

OCT6W Nova Oval Table
6' White, Silver Powder
Coated Legs
71"L 35.5"D 29"H

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CE1 Geo Table
Square Rounded Glass,
Chrome
42"L 42"D 29"H

CF1 Geo Table
Square Rounded Glass, Black
42"L 42"D 29"H

CF2 Geo Table
Rectangle Glass, Black
60"L 36"D 29"H

CE2 Geo Table
Rectangle Glass, Chrome
60"L 36"D 29"H

CB2 Table
6' Graphite Nebula
72"L 36"D 29"H

CB3 Table
8' Graphite Nebula
96"L 36"D 29"H

CD2 Table
6' Grey Nebula
72"L 36"D 29"H

CD3 Table
8' Grey Nebula
96"L 36"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29"H

CC7 Table
8' Mahogany
96"L 48"D 29"H

CC8 Table
10' Mahogany
120"L 48"D 29"H

CT06GR Table
6' Granite
72"L 36"D 29"H

C508GR Table
8' Granite
96"L 44"D 29"H

CT10GR Table
10' Granite
120"L 46"D 29"H

CB1 Table
Graphite Nebula
42" Round 29"H

CD1 Table
Grey Nebula
42" Round 29"H

CC5 Table
Mahogany
42" Round 29"H

CONFERENCE CHAIRS



SC9



SC8



SC1



SC4



SC6



SC2



SC3



SC5



C04



XC3



XC6



CS8



CS9

EXECUTIVE CHAIRS



XC2



XC1



XC5



XC4



OTO

Conference Chairs

SC9 Pantone Chair
White
20"L 24"D 33"H

SC8 Flex Chair With
Wheels
24"L 22"D 31"H

SC1 New York Chair
Onyx Seat, Maple Back,
Chrome Legs
23"L 32"D 33"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC6 Manhattan Chair
Oyster
26"L 22"D 34"H

SC2 Brewer Chair
Grey, Chrome
20"L 20"D 32"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

SC5 Tilt Executive Chair
With Arms, Onyx, Black
26"L 25"D 34"H

C04 Iso Mesh Chair
Black
26"L 24"D 38"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

Executive Chairs

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H Adjustable

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H Adjustable

OTO Perth Chair
High Back, Black
23"L 21"D 43"H Adjustable

BAR TABLES



30"-VTK
36"-VTP



30"-VTJ
36"-VTN



VTM



30MHSB



VTF



VTB



VTC



30"-WTK
36"-WTP



30"-WTJ
36"-WTN



WTM



30MHTB



WTF



WTB



WTC

TABLE TOP OPTIONS



MAHOGANY



MAPLE



GREY
NEBULA



GRAPHITE
NEBULA

Bar Tables

Standard Black Base
30" Round 42"H

VTK Maple Top

VTJ Graphite Nebula Top

30MHSB Mahogany Top

VTF Metallic Silver Top

VTB Brushed Red Top

VTC Brushed Blue Top

Standard Black Base
36" Round 42"H

VTP Maple Top

VTN Graphite Nebula Top

VTM Grey Nebula Top

Tulip Chrome Base
30" Round 42"H

WTK Maple Top

WTJ Graphite Nebula Top

30MHTB Mahogany Top

WTF Metallic Silver Top

WTB Brushed Red Top

WTC Brushed Blue Top

Tulip Chrome Base
36" Round 42"H

WTP Maple Top

WTN Graphite Nebula Top

WTM Grey Nebula Top

CAFE TABLES



30"-ZTK
36"-ZTP



30"-ZTJ
36"-ZTN



ZTM



30MHSC



ZTF



ZTB



ZTC



30"-XTK
36"-XTP



30"-XTJ
36"-XTN



XTM



30MHTC



XTF



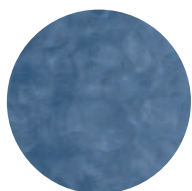
XTB



XTC



BRUSHED
RED



BRUSHED
BLUE



METALLIC
SILVER

SAMPLE BAR TABLE SETS



BSD, WTF



BSS, WTB



BSL, VTK



BSN, VTJ

Cafe Tables

Standard Black Base
30" Round 29"H
ZTK Maple Top
ZTJ Graphite Nebula Top
30MHSC Mahogany Top
ZTF Metallic Silver Top
ZTB Brushed Red Top
ZTC Brushed Blue Top

Standard Black Base
36" Round 29"H
ZTP Maple Top
ZTN Graphite Nebula Top
ZTM Grey Nebula Top

Tulip Chrome Base
30" Round 29"H
XTK Maple Top
XTJ Graphite Nebula Top
30MHTC Mahogany Top
XTF Metallic Silver Top
XTB Brushed Red Top
XTC Brushed Blue Top

Tulip Chrome Base
36" Round 29"H
XTP Maple Top
XTN Graphite Nebula Top
XTM Grey Nebula Top

Sample Bar Table Sets

BSD Oslo Barstool
Blue
17"L 20"D 30"H

WTF Bar Table
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

WTB Bar Table
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

VTK Bar Table
Standard Black Base
Maple Top
30" Round 42"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

VTJ Bar Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

BARS

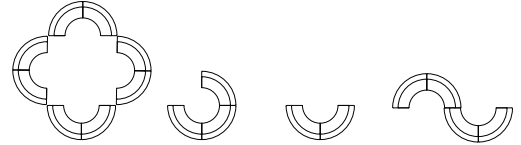


BRC



BR1

Suggested Uses of Martini Bar



BAR STOOLS



BS001



BS002



BS3



BS1



BS2



BST



BSS



BCE



BSD



BSC



BSL



BSN

Bars

BRC Circle Martini Bar
Comprised of three
BR1 Martini Bars
100"L 100"D 47"H

BR1 Martini Bar
50"L 50"D 47"H

Bar Stools

BS001 Shark Swivel
Barstool
White Plastic w/ Arms,
Chrome Base
22"L 19"D 34"-44"H

BS002 Zoey Swivel Barstool
White Vinyl, Chrome Base
15"L 17"D 31"-35"H

BS3 Ohio Barstool
Grey, Chrome
18" Round 31"H Adjustable

BS1 Ohio Barstool
Red, Chrome
18" Round 31"H Adjustable

BS2 Ohio Barstool
Black, Chrome
18" Round 31"H Adjustable

BST Banana Barstool
White, Chrome
21"L 22"D 30"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

BCE Ice Barstool
Transparent, Chrome
16.75"L 16"D 37.75"H

BSD Oslo Barstool
Blue
17"L 20"D 30"H

BSC Oslo Barstool
White
17"L 20"D 30"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

TRAINING ROOM



CP5



P03



P01



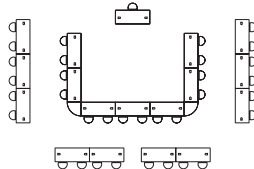
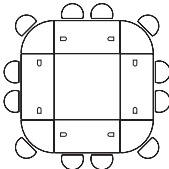
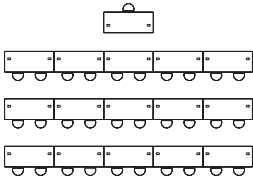
CP3, CP4



WD2



Suggested Uses of Training Table and Connecting Wedge



UTILITY CHAIRS



SY1



DF1

Training Room

- CP5** Computer Table
Graphite Nebula
36"L 30"D 42"H
- P03** Kiosk
Black, Maple
24"L 21"D 42"H
- P01** Lecturn Podium
Cherry
24"L 19"D 50"H

- WD2** Writing Desk
Graphite
48"L 24"D 30"H
- CP3** Training Table
Wire Grommets,
Privacy Panel, Grey
48"L 24"D 30"H
- CP4** Connector Wedge
Matches Training Table
24"L 24"D 1"H

Utility Chairs

- SY1** Altura Task Chair
Black Crepe
25"L 26"D 21"H
- DF1** Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

LAMPS



LA15



LA14



TRW



TRH

BOOKCASES & PRODUCT DISPLAYS



PMB36



PMB42



BC6



BC7



PDL



ET2



ET1

Lamps

LA15 Mason Floor Lamp
Brushed Silver
18" Round 55"H

LA14 Mason Table Lamp
Brushed Silver
16" Round 26"H

TRW Trovato LED Floor Lamp
White
7"L 7"D 72"H

TRH Trovato Table Lamp
White
7"L 7"D 26"H

Bookcases & Product Displays

Plastic Pedestal
Black
PMB36 24"L 24"D 36"H
PMB42 24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Graphite
36"L 13"D 71"H

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

DESKS & CREDENZAS



JD6



JD7



CR6



CR7

FILES



VF4



VF2



L26



L27

FRIDGES



R1R



R1Q

Desks & Credenzas

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Graphite
60"L 30"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Graphite
72"L 24"D 29"H

Files

VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Graphite
36"L 20"D 29"H

Fridges

R1R Refrigerator
White
14.0 cubic feet
20"L 30"D 65"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H

NEW

FUSION

Contemporary white-framed occasional chair available with a green, clear or red seat back



16



ROMA

Modern white vinyl club chair available with a coordinating sofa

SHARK

Sleek white swivel barstool with adjustable chrome base



MAKE YOUR SPACE UNIQUE

WITH STYLISH FURNISHINGS TO SET YOUR BOOTH APART.



ALLEGRO
10' x 10' Booth



KEY WEST
10' x 10' Booth



MEMPHIS
10' x 10' Booth




ROMA
10' x 10' Booth

CODE	QTY	ITEM	DESCRIPTION	2012	EXTENDED
Occasional Cocktail & End Table's					
C1 W		COCKTAIL TABLE	SYDNEY, WHITE TOP	\$ 206	\$ -
C1 Y		COCKTAIL TABLE	SYDNEY, BLACK TOP	\$ 206	\$ -
C1 E		COCKTAIL TABLE	SILVERADO, GLASS TOP	\$ 191	\$ -
C1 D		COCKTAIL TABLE	SOHO, CHOCOLATE TOP	\$ 273	\$ -
C1 K		COCKTAIL TABLE	INSPIRATION, GLASS TOP	\$ 220	\$ -
C1 F		COCKTAIL TABLE	GEO, BLACK, GLASS TOP	\$ 175	\$ -
C1 C		COCKTAIL TABLE	GEO, CHROME, GLASS TOP	\$ 180	\$ -
COLI		Cocktail Table	Oliver Cocktail Table	\$ 175	\$ -
ELOI		END TABLE	Oliver End Table	\$ 155	\$ -
E1 W		END TABLE	SYDNEY, WHITE TOP	\$ 185	\$ -
E1 Y		END TABLE	SYDNEY, BLACK TOP	\$ 185	\$ -
E1 E		END TABLE	SILVERADO, GLASS TOP	\$ 180	\$ -
E1 D		END TABLE	SOHO, CHOCOLATE TOP	\$ 246	\$ -
E1 K		END TABLE	INSPIRATION, GLASS TOP	\$ 209	\$ -
E1 F		END TABLE	GEO, BLACK, GLASS TOP	\$ 164	\$ -
E1 C		END TABLE	GEO, CHROME, GLASS TOP	\$ 169	\$ -
Café Tables					
ZT K		CAFÉ TABLE	MAPLE, STANDARD BASE	\$ 146	\$ -
ZT P		CAFÉ TABLE	MAPLE 36" TOP, STANDARD BASE	\$ 163	\$ -
ZT J		CAFÉ TABLE	GRAPHITE NEBULA, STANDARD BASE	\$ 146	\$ -
ZT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	\$ 163	\$ -
ZT M		CAFÉ TABLE	GREY NEBULA 36" TOP, STANDARD	\$ 163	\$ -
ZT F		CAFÉ TABLE	SILVER METALIC, STANDARD BASE	\$ 166	\$ -
ZT B		CAFÉ TABLE	BRUSHED RED, STANDARD BASE	\$ 146	\$ -
ZT C		CAFÉ TABLE	BRUSHED BLUE, STANDARD BASE	\$ 146	\$ -
30MHSC		CAFÉ TABLE	Mahogany with Black Base	\$ 202	\$ -
30MHTC		CAFÉ TABLE	Mahogany with Tulip Chrome Base	\$ 219	\$ -
XT K		CAFÉ TABLE	MAPLE, TULIP CHROME BASE	\$ 202	\$ -
XT P		CAFÉ TABLE	MAPLE 36" TOP, TULIP BASE	\$ 219	\$ -
XT J		CAFÉ TABLE	GRAPHITE NEBULA, TULIP BASE	\$ 202	\$ -
XT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, TULIP	\$ 219	\$ -
XT M		CAFÉ TABLE	GREY NEBULA 36" TOP, TULIP BASE	\$ 219	\$ -
XT F		CAFÉ TABLE	SILVER METALIC, TULIP BASE	\$ 222	\$ -
XT B		CAFÉ TABLE	BRUSHED RED, TULIP BASE	\$ 202	\$ -
XT C		CAFÉ TABLE	BRUSHED BLUE, TULIP BASE	\$ 202	\$ -
Bar Table's					
VT K		BAR TABLE	MAPLE, STANDARD BASE	\$ 169	\$ -
VT P		BAR TABLE	MAPLE 36" TOP, STANDARD BASE	\$ 175	\$ -
VT J		BAR TABLE	GRAPHITE NEBULA, STANDARD BASE	\$ 169	\$ -
VT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	\$ 175	\$ -
VT M		BAR TABLE	GREY NEBULA 36" TOP, STANDARD	\$ 175	\$ -
VT F		BAR TABLE	SILVER METALIC, STANDARD BASE	\$ 192	\$ -
VT B		BAR TABLE	BRUSHED RED, STANDARD BASE	\$ 169	\$ -
VT C		BAR TABLE	BRUSHED BLUE, STANDARD BASE	\$ 169	\$ -
30MH5B		BAR TABLE	Mahogany with Black Base	\$ 211	\$ -
30MHTB		BAR TABLE	Mahogany with Tulip Chrome Base	\$ 236	\$ -
WT K		BAR TABLE	MAPLE, TULIP CHROME BASE	\$ 214	\$ -
WT P		BAR TABLE	MAPLE 36" TOP, TULIP BASE	\$ 236	\$ -
WT J		BAR TABLE	GRAPHITE NEBULA, TULIP BASE	\$ 214	\$ -
WT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, TULIP	\$ 236	\$ -
WT M		BAR TABLE	GREY NEBULA 36" TOP, TULIP BASE	\$ 236	\$ -
WT F		BAR TABLE	SILVER METALIC, TULIP BASE	\$ 236	\$ -
WT B		BAR TABLE	BRUSHED RED, TULIP BASE	\$ 214	\$ -
WT C		BAR TABLE	BRUSHED BLUE, TULIP BASE	\$ 214	\$ -
Training Room					
CP 5		COMPUTER TABLE	GRAPHITE NEBULA	\$ 282	\$ -
PO 3		KIOSK	BLACK & MAPLE	\$ 338	\$ -
PO 1		PODIUM	LECTURN, CHERRY	\$ 214	\$ -
CP 3		TRAINING TABLE	WIRE SYSTEM & PRIVACY PANAL, GREY	\$ 235	\$ -
CP 4		TRAINING TABLE	CONNECTOR CORNER WEDGE	\$ 107	\$ -
WD 2		WRITING DESK	GRAPHITE	\$ 248	\$ -

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CODE	QTY	ITEM	DESCRIPTION	2012	EXTENDED
Conference Chair's, Stacking & Utility Seating					
SC 9		SIDE CHAIR	PANTON, WHITE	\$ 136	\$ -
SC 8		SIDE CHAIR	FLEX, WITH WHEELS	\$ 112	\$ -
SC 1		SIDE CHAIR	NEW YORK, ONYX & MAPLE	\$ 129	\$ -
SC 4		SIDE CHAIR	JETSON, BLACK	\$ 129	\$ -
SC 6		SIDE CHAIR	MANHATTAN, OYSTER	\$ 158	\$ -
SC 2		SIDE CHAIR	BREWER, GREY, CHROME BASE	\$ 121	\$ -
SC 3		SIDE CHAIR	BREWER, ONYX, CHROME BASE	\$ 121	\$ -
SC 5		SIDE CHAIR	TILT EXECUTIVE, ONYX BLACK	\$ 229	\$ -
CO 4		GUEST CHAIR	ISO MESH, BLACK	\$ 214	\$ -
XC 3		GUEST CHAIR	LUXOR, BLACK LEATHER	\$ 253	\$ -
XC 2		MID BACK EXECUTIVE	LUXOR, BLACK LEATHER	\$ 275	\$ -
XC 1		HIGH BACK EXECUTIVE	LUXOR, BLACK LEATHER	\$ 293	\$ -
XC 6		GUEST CHAIR	ALTURA, BLACK CLOTH	\$ 226	\$ -
XC 5		MID BACK EXECUTIVE	ALTURA, BLACK CLOTH	\$ 248	\$ -
XC 4		HIGH BACK EXECUTIVE	ALTURA, BLACK CLOTH	\$ 270	\$ -
OTO		HIGH BACK EXECUTIVE	OTTO, BLACK LEATHER	\$ 309	\$ -
CS 8		STACK CHAIR	BERLIN, BLACK & WHITE	\$ 78	\$ -
CS 9		STACK CHAIR	BERLIN, RED & WHITE	\$ 78	\$ -
SY 1		TASK CHAIR	ALTURA, BLACK CLOTH	\$ 141	\$ -
DF 1		DRAFTING STOOL	ALTURA, BLACK CLOTH	\$ 209	\$ -
Desk's, Bookcase's, Credenza's & File's					
JD 6		EXECUTIVE DESK	MAHOGANY	\$ 394	\$ -
JD 7		EXECUTIVE DESK	GRAPHITE	\$ 377	\$ -
CR 6		CREDENZA	MAHOGANY, STORAGE	\$ 394	\$ -
CR 7		CREDENZA	GRAPHITE, STORAGE	\$ 372	\$ -
BC 6		BOOKCASE	MAHOGANY, 72"	\$ 241	\$ -
BC 7		BOOKCASE	GRAPHITE, 72"	\$ 236	\$ -
L2 6		LATERIAL FILE	MAHOGANY	\$ 299	\$ -
L2 7		LATERIAL FILE	GRAPHITE	\$ 282	\$ -
VF 4		VERTICAL FILE	4 DRAWER, METAL	\$ 185	\$ -
VF 2		VERTICAL FILE	2 DRAWER, METAL	\$ 136	\$ -
Conference Table's					
CE 2		CONFERENCE TABLE	GEO, RECTANGLE CHROME, GLASS	\$ 293	\$ -
CF 2		CONFERENCE TABLE	GEO, RECTANGLE BLACK, GLASS	\$ 282	\$ -
CE 1		CONFERENCE TABLE	GEO, SQUARE CHROME, GLASS	\$ 202	\$ -
CF 1		CONFERENCE TABLE	GEO, SQUARE BLACK, GLASS	\$ 192	\$ -
CG 1		CONFERENCE TABLE	MANHATTAN, GLASS, BLACK	\$ 208	\$ -
CB 2		CONFERENCE TABLE	6" GRAPHITE NEBULA	\$ 315	\$ -
CB 3		CONFERENCE TABLE	8" GRAPHITE NEBULA	\$ 382	\$ -
CD 2		CONFERENCE TABLE	6' GREY NEBULA	\$ 315	\$ -
CD 3		CONFERENCE TABLE	8' GREY NEBULA	\$ 382	\$ -
CC 5		CONFERENCE TABLE	42" ROUND MAHOGANY	\$ 259	\$ -
CC 6		CONFERENCE TABLE	6' MAHOGANY	\$ 293	\$ -
CC 7		CONFERENCE TABLE	8' MAHOGANY	\$ 361	\$ -
CC 8		CONFERENCE TABLE	10' MAHOGANY	\$ 574	\$ -
CB 1		CONFERENCE TABLE	42" ROUND GRAPHITE NEBULA	\$ 259	\$ -
CD 1		CONFERENCE TABLE	42" ROUND GREY NEBULA	\$ 259	\$ -
CT06GR		CONFERENCE TABLE	Conf Table, Granite, 6-Foot	\$ 227	\$ -
CT08GR		CONFERENCE TABLE	Conf Table, Granite, 8-Foot	\$ 276	\$ -
CT10GR		CONFERENCE TABLE	Conf Table, Granite, 10-Foot	\$ 414	\$ -
OCT6W		Conference Table	6' Nova Oval Conference Table, White w/Chrome Legs	\$ 385	\$ -
Product Display's, Lamps, & Refrigerators					
ET 2		ETAGERE	BLACK	\$ 241	\$ -
ET 1		ETAGERE	SILVER	\$ 241	\$ -
PMB36		Pedestals	Molded Plastic Pedestal, 24"x36"	\$ 280	\$ -
PMB42		Pedestals	Molded Plastic Pedestal, 24"x42"	\$ 330	\$ -
PD L		PEDESTAL	LOCKING, BLACK	\$ 322	\$ -
TRW		Lamp	Trovato Floor Lamp - White	\$ 280	\$ -
TRH		Lamp	Trovato Table Lamp - White	\$ 220	\$ -
LA15		Lamp	Mason Floor Lamp - Brushed Silver	\$ 155	\$ -
LA14		Lamp	Mason Table Lamp - Brushed Silver	\$ 105	\$ -
R1 R		REFRIGERATOR	14.0 CUBIC, WHITE	\$ 591	\$ -
R1 Q		REFRIGERATOR	4.0 CUBIC, WHITE	\$ 197	\$ -

ORDER INFORMATION		PAYMENT INFORMATION		DELIVERY INFORMATION	
EXHIBITING COMPANY:		ORDER TOTAL:	\$ -	SHOW NAME:	
ADDRESS:		LATE ORDER FEE (ADD 30%):	\$ -	BOOTH NUMBER (S)	
		STATE TAX: (EXCLUDING NV & CA)	\$ -	VENUE:	
PHONE:	FAX:	TOTAL DUE:	\$ -	SHOW DATE:	
CONTACT:		CREDIT CARD	EXP:		
EMAIL ADDRESS:		SIGNATURE:			
AUTHORIZED BY:		NAME: (PRINT)			

CODE	QTY	ITEM	DESCRIPTION	2012	EXTENDED
Sofa's, Sectional's, Loveseat's & Chair's					
SO 1		SOFA (ONLY)	SOUTH BEACH, PLATINUM SUEDE	\$ 453	\$ -
SO 2		3 PIECE SECTIONAL	SOUTH BEACH, PLATINUM SUEDE	\$ 989	\$ -
SO C		SOFA	LISBON, BLACK LEATHER	\$ 526	\$ -
LS C		LOVESEAT	LISBON, BLACK LEATHER	\$ 474	\$ -
CH C		CHAIR	LISBON, BLACK LEATHER	\$ 349	\$ -
SO Q		SOFA	ASTRO, CREAM SUEDE	\$ 489	\$ -
CH Q		CHAIR	ASTRO, CREAM SUEDE	\$ 323	\$ -
SO N		SOFA	MARRAKESH	\$ 427	\$ -
CH N		CHAIR	MARRAKESH	\$ 304	\$ -
SO M		SOFA	KEY WEST, BLACK	\$ 400	\$ -
LS M		LOVESEAT	KEY WEST, BLACK	\$ 354	\$ -
SFA003		SOFA	Roma Sofa - White Vinyl	\$ 575	\$ -
CHR003		CHAIR	Roma Chair, White Vinyl	\$ 375	\$ -
SFA002		SOFA	Allegro Sofa, Blue Fabric	\$ 475	\$ -
CHR002		CHAIR	Allegro Chair, Blue Fabric	\$ 315	\$ -
SFA001		SOFA	Mirabel Sofa, Brown Leather	\$ 575	\$ -
CHR001		CHAIR	Mirabel Chair, Brown Leather	\$ 375	\$ -
SE D		3 PIECE SECTIONAL	NEWPORT, CHARCOAL LEATHER	\$ 1,022	\$ -
LS D		LOVESEAT	NEWPORT, CHARCOAL LEATHER	\$ 457	\$ -
CH D		ARMLESS CHAIR	NEWPORT, CHARCOAL LEATHER	\$ 251	\$ -
CO D		CORNER CHAIR	NEWPORT, CHARCOAL LEATHER	\$ 314	\$ -
MP S		SOFA (MINATURE)	MEMPHIS, BLACK	\$ 376	\$ -
MP C		CHAIR (MINATURE)	MEMPHIS, BLACK	\$ 267	\$ -
Bar's & Barstool's					
BC E		BARSTOOL	ICE BARSTOOL, TRANSPARENT	\$ 160	\$ -
BS N		BARSTOOL	JETSON, BLACK	\$ 195	\$ -
BS D		BARSTOOL	OSLO, BLUE	\$ 180	\$ -
BS C		BARSTOOL	OSLO, WHITE	\$ 180	\$ -
BS T		BARSTOOL	BANANA, WHITE / CHROME LEG	\$ 173	\$ -
BS S		BARSTOOL	BANANA, BLACK / CHROME LEG	\$ 173	\$ -
BS L		BARSTOOL	GIN, MAPLE / CHROME LEG	\$ 137	\$ -
BS 3		BARSTOOL	OHIO, GREY, CHROME LEG	\$ 129	\$ -
BS 1		BARSTOOL	OHIO, RED / CHROME LEG	\$ 129	\$ -
BS 2		BARSTOOL	OHIO, BLACK / CHROME LEG	\$ 129	\$ -
BS001		BARSTOOL	Shark Swivel Barstool	\$ 225	\$ -
BS002		BARSTOOL	Zoey Swivel Barstool	\$ 205	\$ -
BR C		BAR, COUNTER CIRCLE	MARTINI BAR CIRCLE (3)	\$ 2,826	\$ -
BR 1		BAR, COUNTER	MARTINI BAR	\$ 981	\$ -

CODE	QTY	ITEM	DESCRIPTION	2012	EXTENDED
Occasional Chair' & Ottoman's					
OC A		OCCASIONAL CHAIR	T-VAC TRANSLUCIENT	\$ 202	\$ -
OC H		OCCASIONAL CHAIR	Madrid, Black	\$ 546	\$ -
BCW		OCCASIONAL CHAIR	Madrid, White	\$ 546	\$ -
OC L		OCCASIONAL CHAIR	CAPPUCCINO	\$ 248	\$ -
OC U		OCCASIONAL CHAIR	GLOBUS	\$ 279	\$ -
CC E		OCCASIONAL CHAIR	ICE, TRANSPARENT, CHROME	\$ 149	\$ -
CH001		OCCASIONAL CHAIR	Casper Chair, Clear Acrylic	\$ 130	\$ -
SCC		OCCASIONAL CHAIR	Fusion - Clear/White	\$ 99	\$ -
SCD		OCCASIONAL CHAIR	Fusion - Green/White	\$ 99	\$ -
SCE		OCCASIONAL CHAIR	Fusion - Red/White	\$ 99	\$ -
OC B		TUB CHAIR	KEY WEST, BLACK	\$ 291	\$ -
OC Y		STAGE CHAIR	ONYX	\$ 135	\$ -
OC C		STAGE CHAIR	CAMEL	\$ 135	\$ -
OC Z		STAGE CHAIR	BEIGE	\$ 135	\$ -
OC R		STAGE CHAIR	RED	\$ 135	\$ -
OT S		WEDGE OTTOMAN	SOUTH BEACH, PLATINUM SUEDE	\$ 175	\$ -
OS B		OTTOMAN	OVAL, WHITE LEATHER	\$ 216	\$ -
OT Q		OTTOMAN	SQUARE, WHITE LEATHER	\$ 241	\$ -
OT N		OTTOMAN	BENCH, WHITE LEATHER	\$ 270	\$ -
OT L		OTTOMAN	HALF ROUND, WHITE LEATHER	\$ 282	\$ -
OS A		OTTOMAN	OVAL, BLACK LEATHER	\$ 216	\$ -
OT P		OTTOMAN	SQUARE, BLACK LEATHER	\$ 241	\$ -
OT M		OTTOMAN	BENCH, BLACK LEATHER	\$ 270	\$ -
OT K		OTTOMAN	HALF ROUND, BLACK LEATHER	\$ 282	\$ -
CC Z		OTTOMAN	LEATHER CIRCLE BLACK / WHITE	\$ 439	\$ -
CC B		OTTOMAN	LEATHER CIRCLE, BLACK	\$ 439	\$ -
CC W		OTTOMAN	LEATHER CIRCLE, WHITE	\$ 439	\$ -
OSC		OTTOMAN	WHITE CUBE	\$ 82	\$ -
OT H		OTTOMAN	CUBE, BLACK LEATHER	\$ 82	\$ -
PUZ2SW		OTTOMAN	Puzzle Bench	\$ 225	\$ -
VIB02		OTTOMAN	Vibe Cube Ottoman - Blue Vinyl	\$ 95	\$ -
VIB04		OTTOMAN	Vibe Cube Ottoman - Red Vinyl	\$ 95	\$ -
VIB03		OTTOMAN	Vibe Cube Ottoman - Pink Vinyl	\$ 95	\$ -
VIB05		OTTOMAN	Vibe Cube Ottoman - Yellow Vinyl	\$ 95	\$ -
VIB07		OTTOMAN	Vibe Cube Ottoman - Champagne Vinyl	\$ 95	\$ -
VIB01		OTTOMAN	Vibe Cube Ottoman - Green Vinyl	\$ 95	\$ -
VIB06		OTTOMAN	Vibe Cube Ottoman - Gold/Bronze Vinyl	\$ 95	\$ -

LATE ORDERS:

- Orders received within 14-days prior to show opening will incur a 30% late fee.

CANCELLATIONS:

- If cancelled within 14-days prior to move-in, a 50% charge will be applied.
- Cancellations made after move-in begins will receive no refund.

Please fax or mail both copies to:

CHICAGO:
2725 Davey Road, Suite 200
Woodridge, IL 60517
PHONE: 630.972.0146 FAX: 630.972.0269

- All orders must be received with full payment no later than 14 days prior to the show.
- Payment may be made by credit card, or check on a U.S. Bank
- Additional drayage charges may apply from the Contractor. Refer to your Exhibitor Manual.

J&J 2012 - PROPRIETARY AND CONFIDENTIAL, ALL RIGHTS RESERVED

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 09/12/13

E ☐ M ☐



ELECTRICAL EXHIBITION SERVICES
2338 S. Indiana Ave, Suite 200, Chicago, IL 60616
Phone: (312) 674-1100 Fax: (312) 873-3864
Chicago@edlen.com

COMPANY:

BTH #

EVENT: **Entrepreneurial Womens Conference 2013**

FACILITY: **McCormick Place**

DATES: **September 26, 2013**

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1 hour for installation & 1/2 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.

ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet.

MATERIAL DELIVERY

Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

CANCELLATIONS

Credits will not be made for services delivered and not used. See back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 120/208-030513

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			94.00	141.00	
1000 WATTS (10 AMPS)			179.00	269.00	
1500 WATTS (15 AMPS)			205.00	308.00	
2000 WATTS (20 AMPS)			235.00	353.00	
208 VOLT SINGLE PHASE					
20 AMPS			396.00	594.00	
30 AMPS			425.00	638.00	
60 AMPS			465.00	698.00	
100 AMPS			950.00	1425.00	
208 VOLT THREE PHASE					
20 AMPS			526.00	789.00	
30 AMPS			560.00	840.00	
60 AMPS			605.00	908.00	
100 AMPS			975.00	1463.00	
200 AMPS			1899.00	2849.00	
480 VOLT THREE PHASE					
20 AMPS			1006.00	1509.00	
30 AMPS			1202.00	1803.00	
60 AMPS			1574.00	2361.00	
100 AMPS			2070.00	3105.00	

TRANSFORMER(S) Boost 208 Volt to 230 Volt

Transformer (20 amp minimum charge)

Total Amps: _____ x 4.50 = _____

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORDS	23.00
POWER STRIPS	23.00
EUROPEAN POWER STRIP	30.00

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm; excluding holidays)	95.00
OT (Mon-Fri, 4:30pm-12am; first 8 hours on Sat)	140.00
DT M-F 12am-6am; Sat after 8 hours; all day Sun	185.00

SUB TOTAL

8% SALES TAX DUE ON OUTLETS AND MATERIAL ONLY. SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER.

PLACE TOTAL HERE

PRINT NAME:

AUTHORIZED SIGNATURE:

EMAIL:

PHONE:

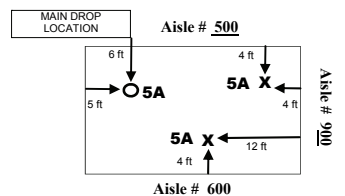
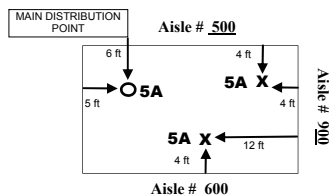
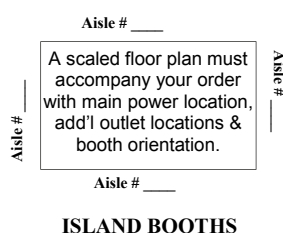
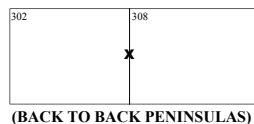
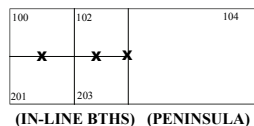
The "Method of Payment Form" must be completed and returned with this order form.

TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 09/12/13



ELECTRICAL EXHIBITION SERVICES
2338 S. Indiana Ave, Suite 200, Chicago, IL 60616
Phone: (312) 674-1100 Fax: (312) 873-3864
Chicago@edlen.com

COMPANY:		BTH #	
EVENT:	Entrepreneurial Womens Conference 2013		
FACILITY:	McCormick Place		
DATES:	September 26, 2013		

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, or I&D house. Please feel free to contact our office for clarification of scope of work. Exhibiting employee jurisdiction is also noted below. Edlen will comply with Legislative Billing Practices regarding exhibitor bill of rights.

ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- | | |
|---|---|
| 1. Electrical distribution under carpet | 5. Installation of lighting hung from ceiling |
| 2. Overhead power distribution | 6. Assembly & installation of lighting hung from truss or ceiling |
| 3. Connection of all 208V or higher services | 7. Motor, truss, rigging installation and cabling |
| 4. Wiring of overhead signs hung from ceiling | |

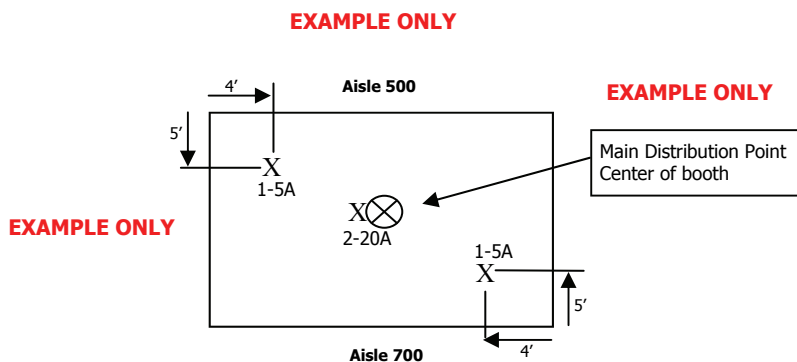
Full-time employee's of the exhibiting company may perform the following work, otherwise the work must be performed by Edlen Electricians

- | | |
|---|---|
| 1. Install & dismantle monitors, plasmas, video screens and computers | 3. Installation of any and all sound systems and the labor to operate |
| 2. Installation of lighting in booth space | 4. Hardwiring of any electrical apparatus |

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

- Floor Plan layout of your booth space
 - Floor plans must include exact outlet locations with dimensions or be to scale
 - Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers
 - Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.

The Following Illustration is an Example: 20x30 Island Booth



- Date you will begin building your booth _____ Estimated time _____
- Show Site Contact with authority to make additions or changes to your order
Contact Name _____
Contact Company _____
Contact Cell # _____
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE FOLLOWING FORM TO REQUEST ALL OTHER ELECTRICAL LABOR

ELECTRICAL LABOR FORM

**COMPANY:****BTH #****EVENT:** Entrepreneurial Womens Conference 2013**FACILITY:** McCormick Place**DATES:** September 26, 2013

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight Time \$95.00 per hour

Monday-Friday 8:00am - 4:30pm, first 8 hour call excluding holidays

Over Time \$140.00 per hour

Monday-Friday 4:30pm - 12:00am, first 8 hours on Saturday

Double Time \$185.00 per hour

Monday-Friday 12:00am-6:00am, Saturday after 8 hours, all day Sunday
& Holidays

LIFT RATES

Lift \$227.00 per hour

Lift charges will apply to for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example:

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign

Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	

SHOW SITE SUPERVISOR

Contact Name:

Company:

Cell Number:

Email address:

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 09/12/13



ELECTRICAL EXHIBITION SERVICES
2338 S. Indiana Ave, Suite 200, Chicago, IL 60616
Phone: (312) 674-1100 Fax: (312) 873-3864
Chicago@edlen.com

COMPANY:				BTH #	
EVENT:	Entrepreneurial Womens Conference 2013				
FACILITY:	McCormick Place				
DATES:	September 26, 2013			EVENT #:	093029CH

EXHIBITOR INFORMATION					
COMPANY NAME:				PHONE:	
ADDRESS:				FAX:	
CITY:		ST:		ZIP:	
COUNTRY:				CELL:	
EMAIL:					

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

<input type="checkbox"/> COMPANY CHECK Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.	<input type="checkbox"/> BANK WIRE TRANSFER INFORMATION * Bank transfer to Bank of America <u>Wire Transfer:</u> ABA#: 026009593 Acct: 33855214 <u>International Wire Transfer:</u> Swift Code: BOFAUS3N Acct: 33855214 * \$25 processing fee MUST be included with transfer.
<input type="checkbox"/> CREDIT CARD For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.	<input type="checkbox"/> ACH ELECTRONIC PAYMENT TRANSFER <u>Bank of America</u> ABA# 125000024 Acct: 33855214 6900 Westcliff Drive, Las Vegas, NV 89145 Phone: 888.852.5000 Ext 6007 Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.
<input type="checkbox"/> VISA <input type="checkbox"/> MASTER CARD <input type="checkbox"/> AMX <input type="checkbox"/> DISCOVER	

CHECK AND CREDIT CARD INFORMATION									
CHECK #									
CREDIT CARD NUMBER:						EXP DATE:			
CARD HOLDER SIGN:					PRINT NAME:				
EMAIL ADDRESS:								THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE									
ADDRESS:				CITY:			ST:		ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.	
PLEASE SIGN	
	AUTHORIZED SIGNATURE
	PRINT NAME DATE

SERVICE TOTALS	
ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
SUB TOTAL	
8% SALES TAX ON OUTLETS AND MATERIAL ONLY. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.	
TOTAL DUE	60

Advance Payment Deadline Date: 09/12/13



ELECTRICAL EXHIBITION SERVICES
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EVENT:	Entrepreneurial Womens Conference 2013		
FACILITY:	McCormick Place		
DATES:	September 26, 2013		

Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.

Indicate booth type: Island ☐ Peninsula ☐ Inline ☐ Provide aisle or adjacent booth #'s for orientation

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

X = Main Distribution Point **◆** = 5amp/500watt **▲** = 10amp/1000watt **★** = 15amp/1500watt **●** = 20amp/2000 watt

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

_____ Square = _____ Ft Total Square Footage = _____

Adjacent Booth or Aisle # _____

[illegible]

Adjacent Booth or Aisle #

PLUMBING ORDER FORM

Advance Order Deadline Date: 09/12/13 E ☐ M ☐



ELECTRICAL EXHIBITION SERVICES
2338 S. Indiana Ave, Suite 200, Chicago, IL. 60616
Phone: (312) 674-1100 Fax: (312) 873-3864
Chicago@edlen.com

COMPANY:		BTH #	
EVENT:	Entrepreneurial Womens Conference 2013		
FACILITY:	McCormick Place		
DATES:	September 26, 2013		

FOR YOUR CONVENIENCE PLACE YOUR ORDER ON-LINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS
LABOR REQUIREMENTS There is a minimum labor charge of 1 hour for delivery and 1/2 hour for removal of each air, water and drain outlet.
ADDITIONAL CONNECTIONS If you have more than one machine or multiple connections on a machine, please order an additional connection for each machine or connection within 15 feet of the outlet ordered, otherwise you <u>must order another outlet</u> .
OUTLET DISTRIBUTION Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on a time and material basis. Lift charges will apply for overhead drops or distribution.
SERVICE CONNECTIONS All service connections are to be made by Edlen plumbers. Material charges may apply.
AIR LINE RESPONSIBILITIES Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.
WATER PRESSURE Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.
WASTE WATER If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.
TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

UTILITY SERVICES	Advance	Regular	Total
COMPRESSED AIR: 90-100 LBS. Psi			
Air Outlet	\$515.00	\$772.50	
Additional outlets after 15 ft. from the first outlet	\$257.50	\$515.00	
CFM requirements (There is a 5 CFM min. charge per outlet)	\$8.00	\$12.00	
Remember to order CFM with air services. Connection size see # 9 on back of form.			
WATER LINES (Edlen is not responsible for sediment or the color or taste of the water.)			
Water Outlet	\$515.00	\$772.50	
Additional outlets after 15 ft. from the first outlet	\$257.50	\$515.00	
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			
DRAIN LINES			
Drain Outlet	\$515.00	\$772.50	
Additional outlet after 15 ft. from the first outlet	\$257.50	\$515.00	
Number of connections required: _____ Size of connection required: _____			
FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)			
0 – 200 Gallons	\$287.00	\$430.50	
201 – 400 Gallons	\$453.00	\$679.50	
Each additional 100 Gallons	\$35.00	\$52.50	
Additional footage after first 90 ft.	\$4.25per ft		
Consumable hose for water and drain lines	\$4.25per ft		
Anchoring per sets of four	\$800.00		
LABOR (Labor is required for delivery and removal of air, water & drain outlets/fills)			
ST (Monday—Friday 8:00 AM – 4:30 PM; excluding holidays)	\$95.00		
OT (Monday—Thursday 4:30pm—8am; Fri 3:30pm to Saturday 4:30pm)	\$142.50		
DT (Saturday 4:30pm—Monday 8am (all day Sunday and Holidays)	\$190.00		
When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets.			
GAS/LIFT & MISC. REQUIREMENTS (Call for a quote)			
\$			
SUB TOTAL			
8% SALES TAX DUE ON OUTLETS AND MATERIAL ONLY. Sales tax is due unless exemption certificate accompanies order.			
PLACE TOTAL HERE			
PRINT NAME:			
AUTHORIZED SIGNATURE:			
EMAIL:		PHONE #:	
The "Method of Payment Form" must be completed and returned with this order form.			

TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders faxed or mailed without payment will not guarantee advance rates, payment must be received as well. Orders received less than 21 days prior to scheduled event opening will be charged at the regular rates.
2. In the event that the totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether its under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Additional footage charges will apply when exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges will apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers are to make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements. Standard air lines terminate with a 1/2" female iron pipe valve.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours please call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure (4oz.). Call for price quote when available.
15. Gas & Cylinders: When available 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made in full prior to close of the event.
24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM

For Further Information please visit our web site at www.edlen.com

Or call the number on the front of this form.

EXHIBITOR AND TECHNICAL SERVICES

Internet and Telecommunication Service Ordering Guide and Facility Information

Entrepreneurial Woman's Conference

Deadline Date:

SEPTEMBER 11, 2013

Need Help Completing The Forms???

CONTACT US:

312-791-6113 (Call Center)

312-791-6159 (Fax)

telecommunications@mccormickplace.com (E-Mail)

Order Telecommunication Services On-Line At **www.mccormickplace.com**

\$\$ SAVING TIPS \$\$

Following are some of the most important tips that will help contribute to a successful event and save you money.

- Save time by ordering your services via our Online Ordering System. Visit us at www.mccormickplace.com.
- Provide floor plans with all service orders.
- If you are ordering Internet services, please call Internet Technical Services at 312-567-8060 to ensure the services you are ordering are correct for your needs.
- Please pay attention to the DEADLINE DATE. Having your order, floor plans and full payment submitted by your DEADLINE DATE will save you approximately 33% on your order.
- Be sure to check in at our Service Desk upon your arrival to notify our staff when you are ready for your services. Our labor hours are as follows:

	MONDAY-FRIDAY	SATURDAY	SUNDAY/HOLIDAY
12:00am-5:59am	DT	12:00am-4:30pm OT for 1st Eight Consecutive Hours	DT
6:00am-10:00pm	ST for 1st Eight Consecutive Hours & OT Only After Eight Hours	& DT Only After Eight Hours	
10:01pm-11:59pm	OT	4:31pm-11:59pm DT	

ST- Straight Time / OT- Overtime / DT- Double Time

- McCormick Place requires an approved credit card to be on file for all orders, regardless of the method of payment you select. Please be sure to submit this information when placing your order to prevent any processing delays.

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PLACING AN ORDER

When placing an order, pay particular attention to the **deadline date**. If you place your order by the deadline date, **you may save up to 33%**. Orders received after the deadline date or orders received without full payment will be billed at the standard rate.

The **Advance** rates apply when your **complete order and payment** are received by us on or before the deadline date. The **Standard** rates apply to all orders received after the deadline date (Late Order), orders received before the deadline date without full payment and floor plans (Partial Order), and all orders placed or changed on site (On-Site Order). To save money and help us to plan effectively, place your order by the deadline date.

A COMPLETE ORDER CONTAINS ALL OF THE FOLLOWING ELEMENTS:

- Order and Payment Summary Form
- Telecommunication Services Order Form
- Floor Plan Template

During the event you will receive an On-Site Invoice for your telecommunication services including itemized inbound labor and non-itemized tear out labor. **You will remit payment for the On-Site Invoice at this time.**

This invoice will not include any telephone usage. Telephone usage is calculated at the close of the event and charged to your credit card at that time.

TELEPHONE SERVICES

1. Once installed, telephone service is active 24 hours a day for the entire length of the event. The dial tone is typically deactivated in the morning following the last day of the event. If you require service beyond that, please contact the Exhibitor and Technical Services Department Service Desk. Reactivating fees apply if service needs to be re-established.
2. The cost of our telephone service includes telephone usage*. All telephone calls made from your telephone line once it is installed are your responsibility. Credit will not be given for telephone calls made over installed lines. To guard against unauthorized use, be sure to secure your telephone each night. Telephone usage will be billed to your credit card shortly after the close of the event. If you need a detail of all calls made, contact the Exhibitor and Technical Services Department at (312) 791-6113.
3. **Telecommunications Tax:** In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communications tax rates, and are subject to change without notice. Tax exemptions do not apply for these items.
4. **International Usage Deposit:** For internationally billed companies, a usage deposit of \$300.00 per line is required before "calling out" restrictions are lifted. Including the deposit at the time of your initial order will ensure that you will be able to call out as soon as you plug your telephone into the line. If your total usage is less than the usage deposit, the balance will be applied towards any outstanding charges.

DESCRIPTION OF TELEPHONE SERVICES

Telephone usage (if applicable) is billed after the close of the event and billed to your credit card.

1. **Analog Single Line Service:** Includes the installation of a touch-tone line and rental of a single line telephone instrument. We do not require that you return the trimline telephone instruments.
2. **Extension - Single Line:** Is an extension of the main Single Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered an Analog Single-Line Service)
3. **Digital Multi-Line Service:** Includes the installation of a touch-tone line and one multi-line telephone with a maximum capacity of up to seven appearances of the telephone line. Voicemail, if requested, is included along with fixed features such as hold, conference and transfer. These telephones are to be returned to avoid being charged a telephone replacement fee.
4. **Extension - Multi-Line:** Is an extension of the Digital Multi-Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered a Digital Multi-Line service).
5. **Voicemail System:** Our system is designed to ensure that all incoming calls to your booth will always be answered. Voicemail is operational 24 hours a day for the duration of the event.
6. **Other Carrier Services:** Any service delivered by an outside vendor such as POT's (Plain Old Telephone), T1's and ISDN.

*Some exceptions may apply. Please refer to your order form or visit our website for complete details.

CABLE TELEVISION ACCESS

(SOUTH & WEST ONLY)

INTERNET SERVICE

We also offer a full menu of Internet connectivity solutions that provide continuous, dedicated access to the Internet at a variety of speeds. Once connected, you have access to the Internet 24 hours a day for the entire length of the event. The McCormick Place Internet Technical Services Department, will work with you and your staff to meet your needs. If you have Internet questions, call our Internet Technical Service Department at (312) 567-8060 or E-mail inetsales@mccormickplace.com.

Please note:

- The State of Illinois and the City of Chicago require a telecommunications tax for all Internet Services.

DESCRIPTION OF INTERNET SERVICES

The following chart highlights the services offered. Please note the number of additional IP addresses available with each service. All services are digital and delivered by Ethernet based connectivity using Category 5 wiring with RJ45 terminated ends. You must supply a computer with an Ethernet NIC (Network Interface Card), have TCP/IP installed, and an Internet browser. There are no firewalls or filtering on our connection to the Internet. Please consider your vulnerabilities; make sure you have up-to-date anti-virus software installed on your computer and consider the use of a firewall. Please contact the Internet Technical Service Department at (312) 567-8060 if you have any questions.

All Internet prices are a flat rate; no per minute usage or connection charges apply.

Service	Connection Speed	Limit of Additional Addresses	Recommended Uses
Shared Ethernet	256 kbps minimum	Includes 1 IP address, up to 10 additional can be ordered	For up to 11 computers with low bandwidth needs (email, simple websites, small downloads)
Ethernet 512	512 kbps minimum	Includes 5 IP addresses, up to 6 additional can be ordered.	For up to 11 computers with medium bandwidth needs.
Ethernet 768	768 kbps dedicated	Includes 11 IP addresses, up to 12 additional can be added.	Half T1 speed for larger numbers of computers or higher bandwidth applications.
Dedicated Ethernet 1.55	1.55 mbps dedicated	Includes 29 IP addresses	Full T1 speed for high bandwidth applications or large numbers of computers.
Dedicated Ethernet 5mbps	5mbps dedicated	Includes 29 IP addresses	5 million bits per second.
Dedicated Ethernet 10mbps	10mbps dedicated	Includes 29 IP addresses	10 million bits per second.

MCCORMICK PLACE

TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES

1. **Pricing and taxes.** Customer agrees to pay the fees and other charges for Internet services and other services and products provided hereunder. The prices listed on this Agreement do not include Federal, State, or Local taxes. Taxes will be included on your final bill.
2. **Additional costs.** The Authority reserves the right to bill the Customer for any additional cost the Authority incurs in:
 - 1) assisting in trouble diagnosis or problem resolution found not to be the fault of the Authority or
 - 2) collecting information required to complete the installation that customer fails to provide.
3. **Use of Internet Services.**
 - A. Customer agrees that the network attachment to be provided by the Authority shall be limited for use by the directors, officers and employees of the Customer, its guests, and its agents and consultants while performing service for the Customer and cannot be resold or distributed to other companies. The services being provided by the Authority will facilitate communications between the Customer's authorized users and the entities reachable through the national internet. Users of the Authority's services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
 - B. Customer is solely responsible for the content of any transmissions of and by any Customer and any third party utilizing Customer's facilities or the Authority's network, as a whole or any equipment of system forming part of the network support system, or any services provided over or in connection with any of the Authority or other associated network.
 - C. Customer agrees to comply with all applicable laws with regard to the transmissions and use of information and content. Customer further agrees not to: use the Internet service for illegal purposes; solicit any activity that is prohibited by applicable law over the Internet; interfere with or disrupt any of the Authority's or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Authority or other associated networks; interfere with or disrupt any other network users, network services or network equipment.
 - D. Customer agrees not to use the Authority's services to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
4. **Wireless Specific.** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.
5. **Performance Disclaimer.** The Authority does not warrant that the services provided hereunder will meet Customer's requirements or that Customer's access to and use of the services will be uninterrupted or free of errors or omissions. The Authority cannot and does not guarantee the privacy, security, authenticity and non-corruption of any information transmitted through, or stored in any system connected to the internet. The Authority shall not be responsible for any delays, errors, failures to perform, or disruptions in the Hosting services caused by or resulting from any act, omission or condition beyond the Authority's reasonable control. In situations involving performance or nonperformance of services furnished under this Agreement, Customer's sole remedy shall be a refund of a prorated portion of the price paid for services which were not provided. Credit will only be issued for periods of loss greater than 24 hours.

TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES (continued)

6. **Internet Security Disclaimer.** The Authority does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the Customer to provide any necessary security. With execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold the Authority, its board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.
7. **No Warranties.** The Authority makes no warranty of any kind with respect to services and products provided under this Agreement. The Authority disclaims all warranties, express and implied, including the warranties of Merchantability and the fitness for a particular purpose.
8. **Limitation on Liability.** The Authority will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the Authority's Internet services or related products unless such damages are caused by an intentional and willful act of the Authority. The Authority will not be liable for any special or consequential damages, or for loss, damage, or expense directly or indirectly arising from Customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind, including loss of business profits, based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory whether or not the Authority or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall the liability of the Authority exceed an amount equal to the price of products and services purchased by Customer during the twelve-month period preceding the event which caused the damages or injury.
9. **Indemnity.** Customer agrees to indemnify and hold the Authority, its board members, officers, employees, agents, and consultants harmless against any claim or demand by any third party due to or arising out of the use by Customer of Internet services and related products provided hereunder.
10. **Termination.** Customer's failure to comply with the terms and conditions of this Agreement will result in immediate termination of Internet services provided hereunder. Customer acknowledges that the Authority reserves the right to terminate this Agreement for convenience.
11. **Changes.** The Authority reserves the right to change these terms and conditions at any time. The terms and conditions in effect at the time of services are ordered shall apply. Customer may view the most current terms and conditions by visiting: www.mccormickplace.com.
12. **Miscellaneous.** This Agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous agreements between the parties with respect to the subject of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws principles.

PAYMENT POLICY

Your on-site representative must be aware of this payment policy and be prepared to make payment upon installation of Telecommunication services. **Payment must be made by credit card, company check, travelers check or cash.** Regardless of the method of payment you select, **an approved credit card must be on file.**

The exhibiting firm is responsible for payment. If an agent is hired to handle display and/or billing for any services, the exhibiting firm and its agent must complete the section entitled **THIRD PARTY AUTHORIZATION** on the Order and Payment Summary Form. Upon confirmation of your third party agent's satisfactory credit rating, third party billing arrangements will be made.

For charges that are invoiced, payment is due upon receipt of invoice. Any charges unpaid 30 days after the invoice date will incur a finance charge of 1.5% per month, 18% annually, or the maximum legally allowable rate, whichever is lower. In addition, all future orders will be on a pre-paid basis only.

This payment policy agreement shall be governed by and construed in accordance with laws of the STATE OF ILLINOIS.

CANCELLATION POLICY

For full cancellation of all telecommunication services ordered, a cancellation fee in the amount of 10% of the value of the telecommunication services ordered will be charged.

For partial cancellation of telecommunication services ordered, but not yet installed, no cancellation fees will be incurred.

For partial cancellation of telecommunication services ordered and installed, but not yet used by the exhibitor, a cancellation fee of 10% plus the installation labor costs will be charged.

For cancellation of an Internet line that has been installed but not yet used, a 50% cancellation fee will be charged.

For cancellation of telecommunication services that have been installed and used, the full cost will be charged.

LIMITATION OF LIABILITY

Any liability of McCormick Place for the provision of services, or the failure to provide services or with respect to any claim, loss or cause of action arising from the provision of services or the failure to so provide is limited to the amount actually paid for the services in question.

SUBMITTING YOUR ORDER

ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO: "MCCORMICK PLACE / SMG"

1. US mail/First Class Mail/Couriers or Overnight Express (remember to allow ten days):

Metropolitan Pier and Exposition Authority • McCormick Place/SMG
301 E. Cermak Road • Chicago, IL 60616

2. Fax To: (312) 791-6159

You may fax your complete order information. The Exhibitor and Technical Services Department will return a confirmation notice of receipt of your faxed order confirmation.

3. Wire Transfer:

JPMorgan Chase • Chicago, IL 60603 • ABA # 021-000-021 • Account # 937524601 •
Attn: SMG McCormick Place Depository

All wire transfers should include the following information:

• Your company name • The event/show name • Your booth/space number

4. Federal Tax ID Number: 366009091

5. Illinois Tax ID Number: E9988509303

Exhibitor and Technical Services Department Order and Payment Summary Form

COMPANY NAME:		BOOTH #:	SQ. FT.:
ADDRESS:		PHONE #:	
CITY:	STATE:	ZIP:	FAX #:
TODAY'S DATE:			
ON-SITE CONTACT NAME:		CELL #:	
EMAIL ADDRESS:		SUBMITTED BY:	

EVENT NAME:	Entrepreneurial Woman's Conf	DATE RECEIVED: <i>FOR OFFICE USE ONLY</i>	
EVENT CODE:	28071	ORDER #:	
DEADLINE DATE:	September 11, 2013	CUST #:	CK AMT \$:
EVENT DATES:	September 26, 2013	BATCH #:	CK#:
<p>WHEN ORDERING ANY TELECOMMUNICATION SERVICES, THIS FORM MUST BE COMPLETED AND RETURNED WITH THE FLOORPLAN TEMPLATE AND THE TELECOMMUNICATION SERVICES ORDER FORM. PLEASE INDICATE BELOW THE METHOD OF PAYMENT. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. REGARDLESS OF THE METHOD OF PAYMENT YOU SELECT, AN APPROVED CREDIT CARD MUST BE ON FILE.</p>			

PLEASE MARK APPROPRIATE BOXES BELOW.

COMPANY CHECK NUMBER _____ ☐ WIRE TRANSFER ☐ CREDIT CARD

ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK, MAKE CHECKS PAYABLE TO: MCCORMICK PLACE/SMG

☐ THIS AUTHORIZATION WILL BE USED TO CHARGE YOUR CREDIT CARD ACCOUNT FOR YOUR ADVANCE ORDERS AND ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOW SITE ORDERS PLACED BY YOU OR YOUR REPRESENTATIVES AND ANY ASSOCIATED MEETING ROOM COSTS. THESE CHARGES MAY INCLUDE LABOR, MATERIAL AND TELEPHONE USAGE. PLEASE COMPLETE THE INFORMATION BELOW.

OR

☐ FULL ORDER PAYMENT IS ENCLOSED. THE CREDIT CARD INFORMATION BELOW IS REQUIRED TO BE KEPT ON FILE. YOUR CREDIT CARD WILL NOT BE CHARGED UNLESS THERE IS AN OUTSTANDING BALANCE ON YOUR ACCOUNT AT THE END OF YOUR SHOW AND PAYMENT IS NOT RECEIVED FOR SUCH BALANCE PRIOR TO YOU LEAVING OUR FACILITY.

EXHIBITOR AUTHORIZATION

CREDIT CARD NO.:	
EXPIRATION DATE:	
<input type="checkbox"/> PERSONAL CREDIT CARD	<input type="checkbox"/> COMPANY CREDIT CARD
CARDHOLDER'S NAME (PRINT):	
CARDHOLDER'S SIGNATURE:	
BILLING ADDRESS:	
CITY/STATE/PROVINCE/ZIP:	
PHONE (EXT):	FAX:

PLEASE CALCULATE YOUR SUB-TOTAL FROM EACH SECTION IN THE AREA BELOW

Telephone	\$
Cable TV	\$
Internet	\$
*Tel/Internet tax	\$
GRAND TOTAL	\$

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE
Order and Full Payment Must Be Received By Deadline Date for Advance Rate

Labor Not Included

7

☐ FOR THE USE OF AN EXHIBITOR APPOINTED CONTACTOR:

WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF THE CHARGES. IN THE EVENT THAT THE NAMED THIRD PARTY DOES NOT DISCHARGE PAYMENT OF THE INVOICE PRIOR TO THE LAST DAY OF THE SHOW, CHARGES WILL REVERT TO THE EXHIBITING COMPANY. ALL INVOICES ARE DUE AND PAYABLE UPON RECEIPT, BY EITHER PARTY.

THIRD PARTY AUTHORIZATION

CREDIT CARD NO.:	
EXPIRATION DATE:	
<input type="checkbox"/> PERSONAL CREDIT CARD	<input type="checkbox"/> COMPANY CREDIT CARD
CARDHOLDER'S NAME (PRINT):	
CARDHOLDER'S SIGNATURE:	
BILLING ADDRESS:	
CITY/STATE/PROVINCE/ZIP:	
PHONE (EXT):	FAX:

CONTACT US:

312-791-6113 (Office)

312-791-6159 (Fax)

telecommunications@mccormickplace.com

(E-mail)

www.mccormickplace.com

(Web)

Your signature indicates that you have read and Fully understand our payment policy, terms and conditions.

Signature: _____

Exhibitor and Technical Services Department

Telecommunication Services Order Form

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

EVENT NAME:	Entrepreneurial Woman's Conf	EVENT DATES:	September 26, 2013
COMPANY NAME:		BOOTH #:	DATE:
ADDRESS:		PHONE #:	
CITY:	STATE:	ZIP:	FAX #:
ON-SITE CONTACT NAME:		CELL #:	
EMAIL ADDRESS:		SUBMITTED BY:	

TELEPHONE SERVICES					
CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3310		SINGLE LINE MAIN* – includes the use of our telephone instruments; if additional instruments that share the same phone number are required also order code 3321 extension service.	\$290.00	\$435.00	
3321		SINGLE LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3310; service includes the use of our telephone instruments.	\$140.00	\$210.00	
3315		MULTI-LINE MAIN* – Includes voicemail (by request) and use of telephone instruments; if additional instruments that share the same phone number are required also order code 3322 extension service.	\$620.00	\$930.00	
3322		MULTI-LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3315; service includes the use of our telephone instruments.	\$315.00	\$475.00	
SEPT EMBE R 11, 2013		USAGE DEPOSIT PER PHONE LINE – required for internationally billed customers.		\$300.00	
3311		(Voice Mail) Per Single Line Telephone	\$60.00	\$90.00	
3319		OTHER CARRIER SERVICES	\$265.00	\$398.00	

Do you want your telephone number published in the Event Directory? ☐ YES ☐ NO
If yes, please print how your company's name should appear

SUB-TOTAL

CABLE TELEVISION SERVICES					
South & West Buildings Only					
Code	Qty	Description	Advance Rate Per Unit	Standard Rate Per Unit	Total
1560		CABLE ACCESS	\$245.00	\$368.00	
1570		EACH ADD. CONNECTION/EXT FROM THE MAIN SERVICE	\$32.00	\$47.00	

SUB-TOTAL

TAX BREAKDOWN

7% State excise, 0.50% State Infrastructure, 7% City excise

*In an ongoing effort to make McCormick Place a simpler place to do business, we have made the following changes:

Telephone Services will now include the following:

Unlimited Free Toll-free calls

Unlimited Local (Chicago Metro Area) Calls

Up to 100 minutes of Domestic Long Distance calls at no charge.

We will continue to charge for all international calls

DIGITAL INTERNET SERVICES					
All services include the installation of ONE 10Base T network cable, terminated on an RJ45 end. Additional wiring is done by Telecommunications Department labor on a time and materials basis. You must supply all necessary hardware and software. Please refer to page 5 for a description of services or call (312) 567-8060.					
CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3351		SHARED ETHERNET	\$1,000.00*	\$1,300.00*	
3369		ETHERNET 512	\$2,000.00	\$2,300.00	
3352		ETHERNET 768	\$2,800.00*	\$3,000.00*	
3353		DEDICATED ETHERNET 1.55	\$5,600.00	\$5,900.00	
3380		DEDICATED Ethernet 5 MBPS	\$8,000.00		
3381		DEDICATED Ethernet 5 10 MBPS	\$10,000.00		
3366		VLAN CONNECTION – We can create a private network for you.	Call for assistance	CALL TODAY!	
3354		ADDITIONAL TCP/IP ADDRESS	\$125.00*	\$150.00*	
3358		HUB RENTAL – If you're connecting more than one computer, you'll need a hub. We offer hubs in 8, 16 and 24 port varieties.	8- \$125		
3376			16- \$200		
3377			24- \$300		
3367		Firewall rental – We offer Cisco Pix® firewalls. Includes basic programming.	\$500.00		

SUB-TOTAL

** See terms and conditions. We cannot guarantee speeds on the Internet. Speeds listed are determined by your device and our Internet gateway. By placing an order, you agree to all terms and conditions.

* One connection only. Additional drops or fanning of cables within the booth will be done on a time & materials basis.

LABOR	
LABOR RATES ARE EFFECTIVE: June 1, 2013 – May 31, 2014	
Straight Time	\$85.00
Overtime	\$125.00
Double Time	\$165.00

Submit Your Complete Order and Full Payment by SEPTEMBER 11, 2013 to receive the Advanced Rate.

Exhibitor and Technical Services Department

Floor Plan Template

Event Name: <u>Entrepreneurial Woman's Conf</u>	Event Dates: <u>September 26, 2013</u>
Deadline Date: <u>September 11, 2013</u>	Company Name: _____
Booth #: _____	Phone #: _____
Fax #: _____	On-Site Contact Name: _____
Contact Arrival Date: _____	
Equipment Delivery Date: _____	Carpet Installation Date: _____

Using the legend below, please complete this form for all Telecommunication services ordered. A change of location on an installed or partially installed service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- Your company name, booth number, your office phone and fax #s, your on-site contact and their expected arrival date, your equipment delivery date and your carpet (flooring) installation date.
- Be sure to check in at the Service Desk upon your arrival to notify our staff when you are ready for your service

TO AVOID BOOTH INSTALLATION CHARGES PLEASE BE SURE TO SUBMIT FLOOR PLANS ALONG WITH YOUR ORDERS.

1 square = 1 square foot (Unless otherwise noted)

Back of Booth

Adjacent Booth #

Adjacent Booth #

Aisle

- TELEPHONE JACKS

- INTERNET ACCESS

BOOTH DIMENSIONS:

_____ (L) X _____ (W)

FACILITY REGULATIONS

Animals and Pets

- Domestic animals: If you plan to use a domestic animal (i.e., cat or dog) in your exhibit, be sure to contact your Show Manager for approval. An insurance disclaimer will need to be completed. Upon proof of show management approval, disclaimer forms can be obtained through the McCormick Place Event Manager at (312) 791-6317.
- Non-domestic, endangered or exotic animals: The use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also contact our Loss Prevention Manager at 312.791.7113.

Balloons and Radio-Operated Air Devices

- Radio-operated blimps and similar devices are permitted on the event floor with pre-approval in writing from Show Management and with a certificate of accident insurance.
- To prevent escape to the ceiling, helium-filled balloons and similar objects must be secured. If they do escape to the ceiling, you may be charged removal fees.
- Helium-filled balloons or any other helium-filled object may not be distributed.
- Mylar balloons are prohibited due to their affect on the fire detection systems.

Smoking

- In accordance with the City of Chicago Fire Department and the City of Chicago, smoking is not permitted in McCormick Place. Smoking stations are located outside of the facility.

Exhibits in Meeting Rooms

- If a meeting room has been assigned to your company for exhibit or meeting use, please contact the McCormick Place Event Manager at (312) 791-6317 for specific meeting room guidelines.
- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
- Crates, cartons, pallets, pallet jacks, forklifts, etc., are not allowed in meeting rooms. All freight must be uncrated or removed from pallets prior to entering the room. Movement of freight should be done using flat trucks dedicated to carpet use. If other flat trucks or dollies are used, appropriate floor protection (Visqueen or Masonite) must be installed.
- Storage of containers, skids, etc. is prohibited inside the facility. These items must be moved to the appropriate crate storage area. Please contact your Contractor or the official event service contractor to assist you. Removal of such items is a Fire Safety regulation and subject to inspection by the Fire Marshal.

Hanging Items

Hanging items are defined as any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports.

All requests for hanging items must be reviewed and approved by Show Management.

The responsibility to hang an item is shared by your general service contractor and the utility provider.

NOTE: Items weighing 500 lbs or more: Drawings must be reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTURAL INTEGRITY AND SAFETY.

- These rules and regulations provide absolute limits which cannot be exceeded under any circumstances or conditions.
- Fire Retardant regulations also apply to hanging items. Refer questions regarding fire retardancy to the Fire Safety Manager at (312) 791-6079.
- No hanging items are to be hung from any electrical fixtures, raceways, water, gas, air, fire protection, communications lines, piping, supports or hangers.
- All electrical and neon items must conform to City of Chicago Electrical Codes.
- The use of MIS, Octonorm or similar components systems for hanging signs is not permitted in our facility.

Parking / ASUV Program

Self-loading/Unloading

McCormick Place allows exhibitors to unload and load small privately-owned vehicles without hiring labor at designated areas in the building. Show management will determine the hours of operation for each event.

ASUV valet parking is available with your Exhibitor Guaranteed Parking Permit.

Guaranteed Parking

Also, a limited number of guaranteed parking spaces are available by advance order of an Exhibitor Parking Permit. This permit allows access to the garages with in-and-out privileges. Parking spaces are guaranteed even if lots fill to capacity.

To register for the ASUV self-loading/unloading program and/or purchase parking permits online visit [Exhibitor Guaranteed Parking Permits](http://www.truticket.com/asuv/landing.htm) (<http://www.truticket.com/asuv/landing.htm>).

FIRE AND SAFETY REGULATIONS

Fire Prevention reserves the right to make any final decisions regarding the outlined requirements, according to Section 2-36-220 of the Municipal Code of Chicago on Fire Prevention.

Prior to the show opening and at any time during the event, the Fire Marshal may inspect the booths to ensure these requirements are met. If they are not, adjustments can be costly, and if a booth imposes a significant fire hazard, it will be prohibited from exhibiting.

The Fire Safety Manager at 312-791-6079 (FAX 312-791-6013) can answer any questions or provide a set of fire code information.

Booth Staging

In addition to equipment and furniture placed within a booth space, Exhibitors are allowed to stage the following items:

- Boxed or loose product, materials or literature.
- Fiber cases used to ship pop-up displays.
- Personal items such as luggage, purses, briefcases or coats.

The following restrictions must be observed when staging these additional items:

- The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
- Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
- Items that are placed under a table must not protrude outside the table dimensions.
- Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
- Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
- Pallets, empty crates, cartons and boxes may not be stored in the booth space.
- Staging will not be allowed behind the back wall of the booth and behind the drape within the booth.
- Fire Safety personnel will patrol the exhibit area. If anyone is in violation a written notice will be given to the exhibitor.

Fire Retardancy

Booth construction and decoration materials must be fire retardant. It is suggested that a certificate of retardancy be available at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703 Code as well as the UL-1975 test. General guidelines for material fire retardancy include:

- Backdrops, tents, canopies, dust and table covers, drapes and similar fabrics: These fabrics can often be made fire retardant by a dry cleaner that can issue a certificate of fire retardancy. Suppliers and/or display manufacturers can also provide a certificate included with the materials.
- Corrugated cardboard/display boxes: These materials can best be made fire retardant at a factory.
- Wood and wood by-products: If wood materials are not sufficiently fire retardant, a certified fire retardant specialist using pressure impregnation or similar impregnation method must treat them.
- Polyurethane foam, plastic and similar products.

Open Flame Devices

Used for illumination or decoration, such as candles, gelled alcohol fuel fire bowls, firepots or fireplaces must comply with the following:

- Prior notification and review by the McCormick Place Fire Safety Manager, the Fire Prevention Bureau, the Fire Marshal and Show Management.
- Must be contained inside a non combustibile enclosure that totally encapsulates the flame providing a measure of safety to the public.
- Must be positioned on a non combustibile surface with 24 inch clearance of the flame device from any combustibles and booth back wall.
- Must have a mechanism available to quickly and safely extinguish the flame.
- Must have at least one multipurpose fire extinguisher rated minimum 2 – A :10- B:C strategically located with the booth.
- Booth personnel should be familiar with the operation of the fire extinguisher.
- Booth personnel must be in attendance whenever the device is in use.
- Maximum one day supply of the replacement fuel allowed in booth.
- Device must be allowed to cool before refueling.
- Flame must be extinguished ½ hour prior to closing.

Hazardous Demonstration/Display Materials/Pyrotechnics

When designing demonstrations and displays, note that the following devices require pre-approval by McCormick Place and the Chicago Fire Department.

- Lasers, open flames (including candles)
- Smoke-producing devices
- Indoor Pyrotechnics have special permitting procedures through the City of Chicago Fire Prevention Bureau. Contact the Assistant Director of Fire Safety.
- Heating appliances
- Welding, brazing or cutting equipment
- Radioactive materials
- Compressed gas or compressed liquid cylinders if applicable used in the booth must be securely anchored to prevent toppling.
- Gasoline, kerosene or other flammable, toxic liquid, solid or gas
 - A limited supply of these fuels may be stored in the demonstration device, but cannot be stored overnight.
 - All fuel transfers must use safety cans.
- When displaying a flammable or combustibile labeled product, the display container shall be empty. Up to two aerosol cans may be used for demonstration purposes only.

Approval requests must be sent in 60 days before move-in of the event. The request must state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by OSHA requires pre-approval and must be accompanied with the appropriate Material Safety Data Sheet (MSDS). McCormick Place Fire Safety Office will need copies of the MSDS before the materials arrive.

Prohibited Materials

The following items are fire-hazardous and prohibited in McCormick Place:

- All flammable compressed gases, such as propane and butane
- Explosives and live ammunition
- Untreated Christmas trees, cut evergreens or similar trees
- Fireplace logs and similar materials
- Charcoal
- Untreated mulch, Hay, Straw, Bamboo and Spanish moss

Cooking and Heat-Generating Devices

If cooking or heating appliances will be used, they must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL listed/approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL listed/approved, 2 – A :10 – B : C ABC-type fire extinguisher is required in such exhibits.

Fire Hose Cabinets, Pull Stations, Aisles and Exits

- Each of these fire safety supports must be visible and accessible at all times. Adjustments to space and equipment may be required.
- Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

Vehicle Displays

- Any vehicle or other apparatus that has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Once the vehicle has been positioned, it cannot be moved until move-out begins, without prior approval by the McCormick Place Fire Safety Manager or Designee.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during show hours.
- Refueling must be done off property.

Hazardous Materials Management

Neither McCormick Place Housekeeping Department nor your official service contractor manages hazardous material removal. However, the McCormick Place Event Management Department can provide contractor names specializing in this service. Exhibitors are responsible to make their own arrangements.

Multi-Level Booths or Ceilings (including tents)

Double-decker booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the Chicago Fire Department to develop specific codes for the trade show environment that would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

Booths fall into one of the five following booth formats:

- Format 1:** Exhibits with two stories under 225 square feet
- Format 2:** Exhibits with two stories at or over 225 square feet
- Format 3:** Exhibits with ceilings under 225 square feet
- Format 4:** Exhibits with ceilings at or over 225 square feet
- Format 5:** Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. Separate fire code items apply.

For booth formats 1–4, you will need to comply with the fire code items marked *yes* on the following table:

Fire Code Compliance
Exhibits with Multiple Levels or Ceilings

Fire Code Item	Booth Format			
	1	2	3	4
1. Max. Dimensions	Yes	Yes	No	Yes
2. Second Level	Yes	Yes	No	No
3. Exit Stairways	Yes	Yes	No	No
4. Smoke Detectors	Yes	Yes	Yes	Yes
5. Fire Extinguishers	Yes	Yes	Yes	Yes
6. Posted Certificate				
of Fire Retardancy	No	Yes	No	Yes
7. Certified Approval	Yes	Yes	No	Yes
8. Fire Marshal Review	Yes	Yes	Yes	Yes

For exhibits using automatic sprinklers, the amount and type of sprinkler coverage needed depends on the booth specifications. If automatic sprinklers are preferred, or are required, contact our Fire Safety Office to discuss your options.

Fire Code Items for Multiple Level Booths

- **Maximum Dimensions:** To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30-foot elevation) or 5,000 square feet of enclosed area.
- **Second Level:** Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.
- **Staircases:** Staircases between levels must be in compliance with the Americans With Disabilities Act and meet the following requirements:
 - Minimum of 3 feet in width
 - Provide a handrail on at least one side
 - Provide handrails a maximum of 1-1/2 inches in circumference and turned into walls
 - Not be spiral or winding
 - If the top deck is designed to hold over 10 people, or exceeds 1,200 square feet in area, a second staircase is required which must be remote from the main staircase and meet the same construction requirements.
- **Smoke Detectors:** All areas under the second level or ceiling, including closets, need to be equipped with a UL approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.
- **Fire Extinguishers:** A UL-approved (or similarly approved) 2-1/2 pound ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 square-foot enclosure.
- **Posted Certificate of Fire Retardancy:** A certificate verifying the fire retardancy of your booth construction materials must be posted in a conspicuous place within the exhibit.
- **Certified Approval:** After the booth has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints should include dimensions and an isometric rendering. This approval applies to all booth formats outlined previously.
- **Fire Safety Review:** Send stamped blueprints to McCormick Place for review with the Fire Safety Division and by the Chicago Fire Department, Fire Prevention Bureau at least 60 days before the show opens to allow sufficient time for any needed corrections. Be sure that plans show dimensions and an isometric rendering of your exhibit. In addition, all areas requiring sprinkler protection must be highlighted. If plans are not provided on time, it may cause delays or disapproval of your booth to occur during the pre-show fire inspection.
- **Fire Guards:** Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or show is closed for business, special fire watch coverage is required. Use of individuals designated as fire guards is subject to prior approval by the McCormick Place Assistant Director of Fire Safety.
- **Americans with Disabilities Act:** All exhibits must comply with the ADA. For information on compliance, contact the McCormick Place Assistant Director of Fire Safety.

Need Help Completing The Forms???

CONTACT US:

312-791-6113 (Call Center)

312-791-6159 (Fax)

telecommunications@mccormickplace.com (E-Mail)

Order Telecommunication Services On-Line At **www.mccormickplace.com**



EXHIBITOR BILL OF RIGHTS

An Exhibitor Employee may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by McCormick Place/SMG.

“Exhibitor Employee” is defined as any person who has been employed by exhibitor as a full-time employee for a minimum of 6 months before the show’s opening date.

In addition to the work currently performed, exhibitors may also perform the following work within their booth:

- Setting-up and dismantling exhibits
- Assembling and disassembling materials, machinery or equipment
- Installing all signs, graphics, props, other decorative items and drapery, including the skirting of tables
- Delivering, setting-up, plugging-in, interconnecting and operating electrical equipment, computers, audio-visual devices and other equipment
- Skidding, positioning and re-skidding all exhibitor materials, machinery and equipment using their own non-motorized hand trucks and dollies

Exhibitors can load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program, and to register, visit the Exhibitor section of the McCormick Place website: www.mccormickplace.com.

Please call **312-791-7299**, if you have any questions or need clarification regarding the Exhibitor Bill of Rights. Leave a detailed message including Your Name, Company Name, Telephone Number, Date and Time of the call.

Your call will be promptly returned between the hours of
7:00 a.m.—6:30 p.m.



To: McCormick Place Registered Contractors

Re: Exhibitor Rights do not apply to contractor personnel

All registered companies and contractors operating at McCormick Place must be in compliance with the new State of Illinois Legislation regarding display installation/dismantling.

One of the significant changes of the new legislation is that it allows "Full Time Exhibitor Personnel" to perform work on their display without any size limitation. This work includes the use of tools both hand and power tools and electrical work.

IT IS IMPORTANT TO NOTE THAT THE NEW LEGISLATION DOES NOT ALLOW EXHIBITORS TO TRANSFER THEIR RIGHTS TO CONTRACTOR PERSONNEL.

Any registered contractor who attempts to take advantage of these changes created by the new legislation by posing as an exhibitor employee will incur serious consequences-including the possible revocation of "Right of Entry" agreement. It is the contractor's responsibility to have a complete understanding of all jurisdiction rules and McCormick Place rules that apply to any specific work.

For more information visit the McCormick Place website: www.mccormickplace.com or you may contact the following personnel:

Tom Cassell	tcassell@mccormickplace.com	312-617-0115
Pat Allen	pallen@mccormickplace.com	312-791-6551
Alicia Johnson	ajohnson@mccormickplace.com	312-791-7186

McCormick Place / SMG • 301 East Cermak Road • Chicago, IL 60616

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J&J Exhibitors Service

Setting the Standard in the Trade Show Industry for 80 Years.

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